



MORTUARY AFFAIRS PROGRAM PROCEDURES

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This manual implements AFPD 34-2, *Air Force Community Service Programs*, and DoD Directive 1300.15, *Military Funeral Support*, 30 Sep 85 and DoD Directive 1344.8, *Interment Allowance For Deceased Active Duty Personnel*, 25 Sep 78. It supports AFI 34-242, *Mortuary Affairs Program*, by providing guidance and procedures for search and recovery (S&R), identification of remains, military funeral honors, government cemeteries and headstones, government mortuary facilities, procurement of supplies, contract mortuary services, case file maintenance, records administration and disposal, and reimbursable supplies and services.

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Chapter 1

SEARCH AND RECOVERY (S&R)

1.1. S&R General Information. This guidance is for accidents and disasters, such as vehicle accidents, explosions, and military aircraft mishaps, not included under major peacetime accidents, as defined in AFI 32-4001, *Planning and Operations*. Air Force Mortuary Affairs, 9504 IH 35 North, Suite 320, San Antonio TX 78233-6635, DSN 487-5806 or 1-800-531-5803, will provide additional guidance and technical assistance on request.

1.2. Air Force Mishap Investigations. Procedures for aircraft mishap investigations are provided in AFI 91-204, *Investigating and Reporting US Air Force Mishaps*.

1.2.1. The Safety Investigation Board (SIB) investigates aircraft mishaps resulting in loss of life. The formal board is composed of a president, investigating officer, operations member (pilot), maintenance member, and a medical officer at a minimum. The board is usually on scene within 24 hours following a mishap. The board president assumes control of the scene and all support services required for the investigation.

1.2.2. The board medical officer is trained in life support systems and is responsible for the life sciences aspect of the investigation. This includes:

- Coordinating S&R operations with the mortuary officer and assisting in obtaining health and dental records.
- Arranging autopsies with local authorities or the Armed Forces Institute of Pathology (AFIP). *NOTE:* Positive identification is not required for an autopsy.

1.3. Mortuary Officer Actions. The mortuary officer at the installation nearest the scene of an accident coordinates S&R activities with the SIB, installation medical services director, staff judge advocate, and local civil authorities, as applicable. Coordinate the S&R procedures with the base mishap response plan, as required by

AFI 91-204. In addition, the mortuary officer:

- Conducts S&R operations.
- Supervises the installation S&R teams that function as a part of the disaster response force.
- Arranges for periodic practices to test S&R methods and train personnel. *NOTE:* During practices and actual crash response actions, the on-scene commander authorizes the S&R actions, after coordination with the director of base medical services or the SIB medical officer.
- Informs next-of-kin (NOK) of S&R status.

NOTE: Because of the possibility of subsequent recovery when remains are not intact, do not request disposition instructions prior to termination of aircraft salvage operations without the approval of Air Force Mortuary Affairs. Advise the Major Command (MAJCOM) mortuary affairs supervisor and Air Force Mortuary Affairs of salvage operation status changes by priority precedence message.

- Conducts S&R activities in the event additional remains are discovered after the aircraft salvage operation is terminated. Reports details by telephone or priority message to the MAJCOM mortuary affairs supervisor. The MAJCOM coordinates further recovery actions with Air Force Mortuary Affairs.
- References AFPAM 91-211, *US Air Force Guide to Mishap Investigations*, paragraphs 3.11, 4.44, 4.47, 6.7, 10.8, 10.11, 10.12, 10.13, and 10.14 concerning S&R, and paragraphs 10.15, 10.17, 10.18, 10.19, and figure 10.14 concerning identification procedures. Obtains assistance from the Air Force Mortuary Affairs Identification Team, when required.

1.4. Considerations for S&R. Consider the following items when planning and preparing for S&R operations:

- Hours of daylight.
- S&R equipment needed.
- Transportation for S&R team members.
- Food, water, and other support areas.
- Helicopter availability, for site survey.
- Number of S&R personnel available.
- Size and shape of search areas.
- Initial direction of search pattern.
- Spacing between S&R team members.
- Search area entrance and exit points.

- Establish a base camp when there will be a lengthy S&R and the location is distant from the nearest installation.

1.5. S&R Team Members - Responsibilities and Needs.

1.5.1. As team chief, the mortuary officer selects the installation S&R team members and coordinates all S&R actions. Staff the installation team with a minimum of 26 members appointed by the installation commander. Train and develop two working teams of 13 people each, with one member designated as the team leader. Base the number of team members deployed on an S&R operation on the requirements of each mishap situation. The installation commander may combine the S&R team with the disaster preparedness support team.

1.5.2. Select the team leaders based on experience, training, and mental attitude. The team leaders are responsible for the following:

- Individual personal equipment.
- Team equipment.
- Team transportation to and from the S&R area (limit travel by foot).
- Briefing, debriefing, and accounting for all team members.
- Obtaining search data and outlining search areas on maps.
- Executing the search action plan.
- Recording search coverage.
- Obtaining primary and alternate communication frequencies and schedules and establishing communication with the base camp or base, as appropriate. *NOTE:* Equip the leaders with radios, portable megaphones, whistles, or similar items, and copies of the sketch map of the mishap site to facilitate communications when deployed.

1.5.3. Each team consists of the team leader, two flankers, and enough line people to adequately cover the search area. Equip the two flankers with portable megaphones, whistles, compasses, sketch maps, and either a machete or hand ax, if required to clear ground brush.

1.5.4. Train the team members in their duties and responsibilities during an S&R operation. Training includes the basics of human anatomy so they can recognize portions of human remains.

1.5.5. Document all training and retain in the installation's mortuary affairs file.

1.6. S&R Team Briefing. The S&R briefing consists of:

1.6.1. Missing aircraft or vehicle type, color, markings, and ejection seat/armament information for a military search.

1.6.2. Number of personnel on board and other agencies or organizations concerned with the mishap and investigation.

1.6.3. Terrain, ground search pattern, and weather forecast.

1.6.4. Probable air coverage, communications schedules and frequencies, and primary and alternate methods of communication.

1.6.5. Proposed resupply schedule and probable methods for evacuation of remains and S&R team.

1.6.6. Other information such as hazardous chemicals or other hazards posed by the mishap or disaster area.

1.6.7. Methods to help locate remains include:

- Closely examining small portions of aircraft and/or clothing.
- Locating broken or disturbed trees or underbrush (all trees and underbrush should be searched thoroughly).
- Presence of scavengers (birds or animals).
- Drops of blood or odors of decomposition.
- Unexplained breaks in terrain contour.
- Snow or sand horsetails (caused by wind blowing loose snow or sand over an obstruction such as an aircraft part or portion of remains).

1.7. S&R Supplies and Equipment. Provide each S&R team with hand-held or portable radios for communication with the mortuary officer who, in turn, communicates with the on-scene commander directly or via the base camp. Ensure availability of backup communications equipment such as signaling mirrors, flashlights, etc. Procure and store all supplies and equipment required for search and recovery of remains. Supplies will include but are not limited to:

- Pouch, human remains (NSN 9930-00-451-1231), 8 each.
- Bag, plastic, 18" x 12" (NSN 8105-00-902-6508), 96 each.
- Pencil, grease, china marker (NSN 7510-00-436-5210), 24 each.
- Tag, shipping, cloth with wire tie (NSN 8135-00-178-9193), 1,000 each.
- Stakes, at least 4 feet long (locally fabricated), 200 each.
- Bed sheets, white (7210-00-171-1099), 12 each.
- Gloves, leather, workmen's cowhide, sizes small through large (NSN 8415-00-268-7868 through 7872), 26 each.
- Gloves, surgeon's (NSN 6515-00-782-6475), 2 packages.

- Mask, surgical (NSN 6515-00-982-7493), 1 package.

1.8. S&R Procedures.

1.8.1. Begin S&R patterns in the same direction as terrain contours and in the longest direction if the S&R area is not square. Limit line spacing to the maximum area each member can effectively search in any part of the S&R sweep, considering foliage and terrain. Divide large S&R areas into smaller areas of reasonable length to minimize the number of sweeps.

1.8.2. Survey the mishap site and establish the search perimeters to include the maximum distance the remains may have traveled from the point of impact. Search in all directions, well beyond the furthest piece of aircraft wreckage.

1.8.3. Utilize the diagram or sketch of the wreckage site and pattern area developed by the on-scene commander and his staff. Annotate the sketch with the location of all recovered remains.

1.8.4. Use a systematic search pattern.

1.8.4.1. Conduct the ground search using a parallel or contour search pattern, depending on the terrain of the search area. Divide the total area into workable search legs, based upon the number of people available for one search line and the area that one line member can search. One team member can systematically search a 2-linear foot area, left and right, or about 4-linear feet. The diagram in Figure 1.1 depicts a 100-foot by 1000-foot crash site area and shows the movement of a 26-member team.

1.8.4.2. The team leader controls search team discipline. The team leader takes a position in the center of the straight line-abreast formation, or is the leading person in a right or left echelon search-line. The team leader will dress the search line and command the team movements. Proceed at a pace that allows an adequate search of the area. Search through wooded areas at a slower gait and check each thicket and depression thoroughly.

1.8.4.3. The flankers in the line-abreast search-line assist in maintaining the dress of the search-line. The team leader and the flankers must correct any line deviations.

1.8.4.4. Form the search-line on either the north or south boundary of the search area. Boundary control of each sweep is usually delegated to the pivoting flanker. After the search-line is initially formed at the boundary, move forward on a signal from the team leader. Remain evenly spaced as the line progresses.

1.8.4.5. When remains are encountered by a line member, mark the location with a stake flagged with a streamer. The remaining line members halt. When the location has been staked, the line members marking the "find" rejoin the search-line. The search-line then moves forward upon signal of the team leader.

1.8.4.6. When the search team completes its first search leg, the line pivots at the inboard flanker to reposition themselves for a second leg search. The other flanker becomes the pivot flanker for the maneuver between the second and third search sweeps (Figure 1.2).

1.8.4.7. When the north-south search is completed, a similar search will be accomplished for the east-west search sweep. For example, when the north-south search is completed in the southwest corner, the search-line will pivot around the flanker, now positioned in the southwest corner, until the search-line is at the south boundary starting line. When necessary, extend the search beyond the initial boundaries.

1.8.4.8. Conduct a final grid search for remains after large portions of aircraft wreckage are moved. Remains are often hidden beneath wreckage. Probe the underlying ground for remains.

1.8.5. Recovery of remains is the most important and demanding phase of the field operation. Recovery procedures are time-sensitive. However, valuable investigative information, identification of remains, and mishap clues can easily be destroyed by hasty or incomplete recovery actions. Work closely with the director of base medical services or the SIB medical officer to ensure remains are properly examined, staked, tagged, photographed, and plotted on the remains location sketch before removal.

1.8.5.1. The recovery team must act as a unit since the tagging and designation of remains and portions of remains is vitally important in later examination of these remains.

1.8.5.2. The recovery team consists of at least eight members, a photographer provided by audio-visual, and a team leader. The recovery team is selected from S&R team members. This selection provides efficient use of manpower as well as an available source of replacements.

1.8.5.3. Remains are usually dismembered and/or burned pieces of anatomy. In many mishaps, there may not be 100% recovery. Team members must handle remains with the utmost care to ensure against loss or destruction of valuable identification media or evidence. *NOTE:* No remains will be moved or disturbed without the consent of the on-scene commander. If the remains are contaminated, take no immediate action before handling or removing the remains. Contact the base environmental engineer for further guidance.

1.8.6. Use helicopters, if available, to visually survey the terrain and assist in determining the overall area to be searched.

1.8.7. The process for tagging and bagging remains is:

1.8.7.1. Mark each stake with an X-number, using consecutive recovery numbers for each stake. The letter X denotes the unknown, followed by the consecutive recovery number; i.e., X-1, X-2, etc.

1.8.7.2. Plot the location of each stake on the map and annotate these numbers at the appropriate place.

- 1.8.7.3. Use three tags for each remains (or portion thereof) found. Write the X-number on each tag. Attach one tag to the stake. Attach the second tag to the remains. Save the third tag for the human remains pouch or bag.
- 1.8.7.4. Photograph each remains with the tag's X-number showing. Photograph the remains close and also in relation to the majority of the wreckage or the mishap scene. Color print photography is required.
- 1.8.7.5. Place the remains carefully in a human remains pouch or bag. Minimize handling to prevent undue damage. Examine the ground beneath the remains and immediate area to assure that all portions are recovered.
- 1.8.7.6. Attach the third tag, marked with the same X-number, securely to the outside of the pouch or bag.
- 1.8.7.7. Ice or refrigerate as soon as possible to reduce degradation of the remains.

1.9. Termination of S&R. Continue S&R for remains until the salvage for aircraft parts is completed. Frequently, portions of remains are found adhered to or under aircraft parts. Leave a team leader and at least five S&R team members at the scene until the mortuary officer, after consultation with the on-scene commander, determines that S&R for remains and aircraft is officially completed. *NOTE:* Subsequent recovery guidance is provided in para 1.3.

1.10. Recovered Personal Property and Effects:

- 1.10.1. Do not remove personal property, to include official cards and papers, name tags, and accouterments from remains at the mishap site. Leave these items with the remains to preserve supportive identification evidence.
- 1.10.2. Annotate personal belongings found loose at the site on the site map and place in plastic bags secured with wire tie shipping tags. Indicate the letter "P" (denoting *personal*) on each tag, followed by the consecutive recovery number P-1, P-2, etc. Safeguard these items and deliver them to the identification processing facility.
- 1.10.3. Do not attempt to reassociate personal property or accouterments found loose at the mishap site until the remains are processed and identified.

1.11. Handling Recovered Remains. Since medical and life support clues are so time-sensitive and fragile, it is imperative that no remains be disturbed after recovery until the medical officer conducts the investigation. It is especially important that clothing and equipment remain intact. Usually, the medical officer has the medical records at the time of examination and autopsy. The medical officer supervises the identification process. If positive identification cannot be established, the medical officer requests assistance from the mortuary officer. The mortuary officer then requests assistance from Air Force Mortuary Affairs. The medical officer releases the remains to the mortuary officer for processing following completion of all medical actions. *NOTE:* Do not destroy clothing or equipment removed from remains without medical officer coordination.

- 1.11.1. Refrigerate the remains at a temperature of 38 to 40 degrees Fahrenheit or 3.3 to 4.4 degrees Centigrade. If refrigeration equipment is not readily available, pack bagged remains in ice or ice packs in insulated chests or in a transfer case, depending on size of the remains. Do not place ice directly on remains.
- 1.11.2. Ensure that the facility used for identification processing of remains is securable; has good ventilation and lighting; hot and cold running water; sufficient floor space for simultaneous processing of remains; and loading/unloading areas that can be screened from public view. A hospital morgue, gymnasium, or armory are suitable structures.
- 1.11.3. AFR 160-109, *Medical Investigation of Aircraft Mishap Fatalities*, requires that autopsies be performed on all deceased aircrew members engaged in essential flight activities and any other deceased personnel aboard the aircraft if the medical officer believes it will help explain the mishap. The medical officer will expedite the examination and autopsy as much as possible, usually within 24 hours of the time the remains are recovered.

Figure 1.1. Grid Search Sketch.

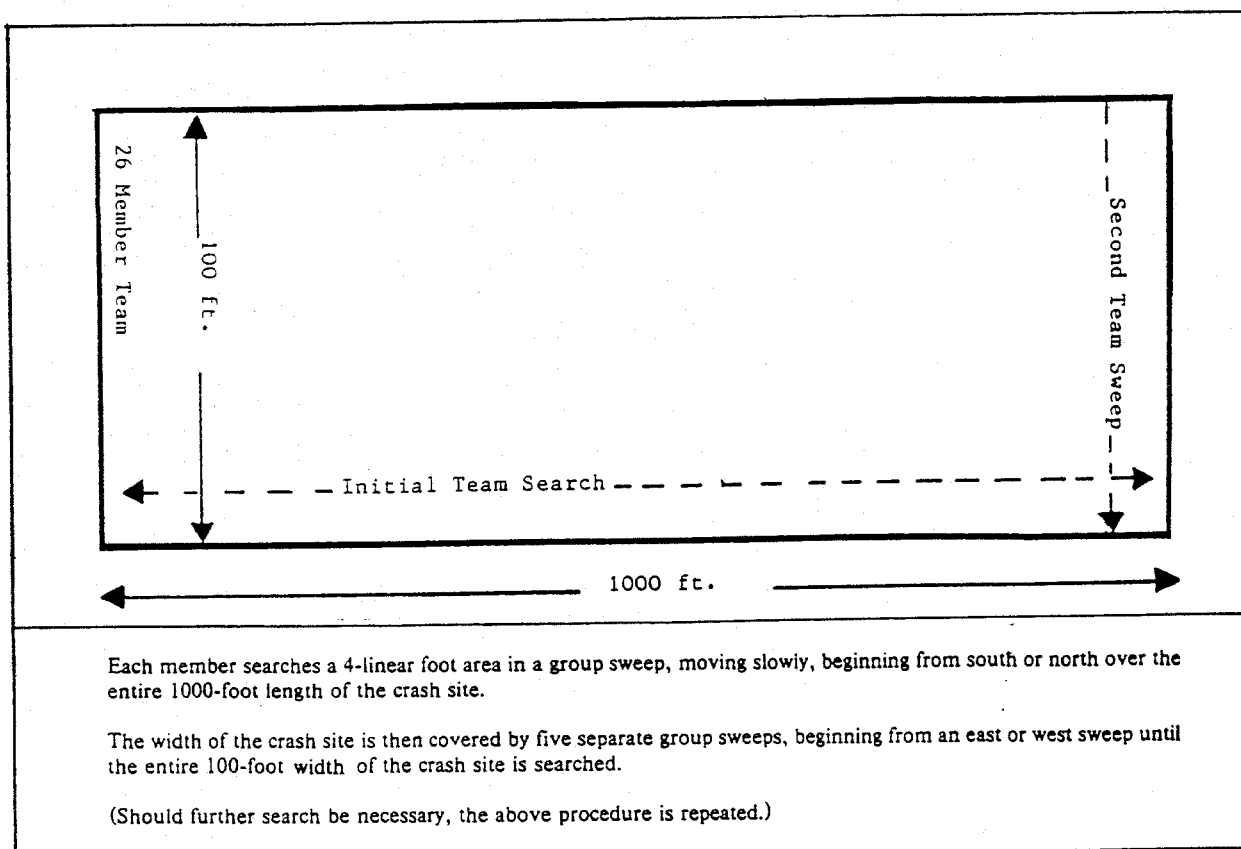


Figure 1.2. Land Search for Remains.

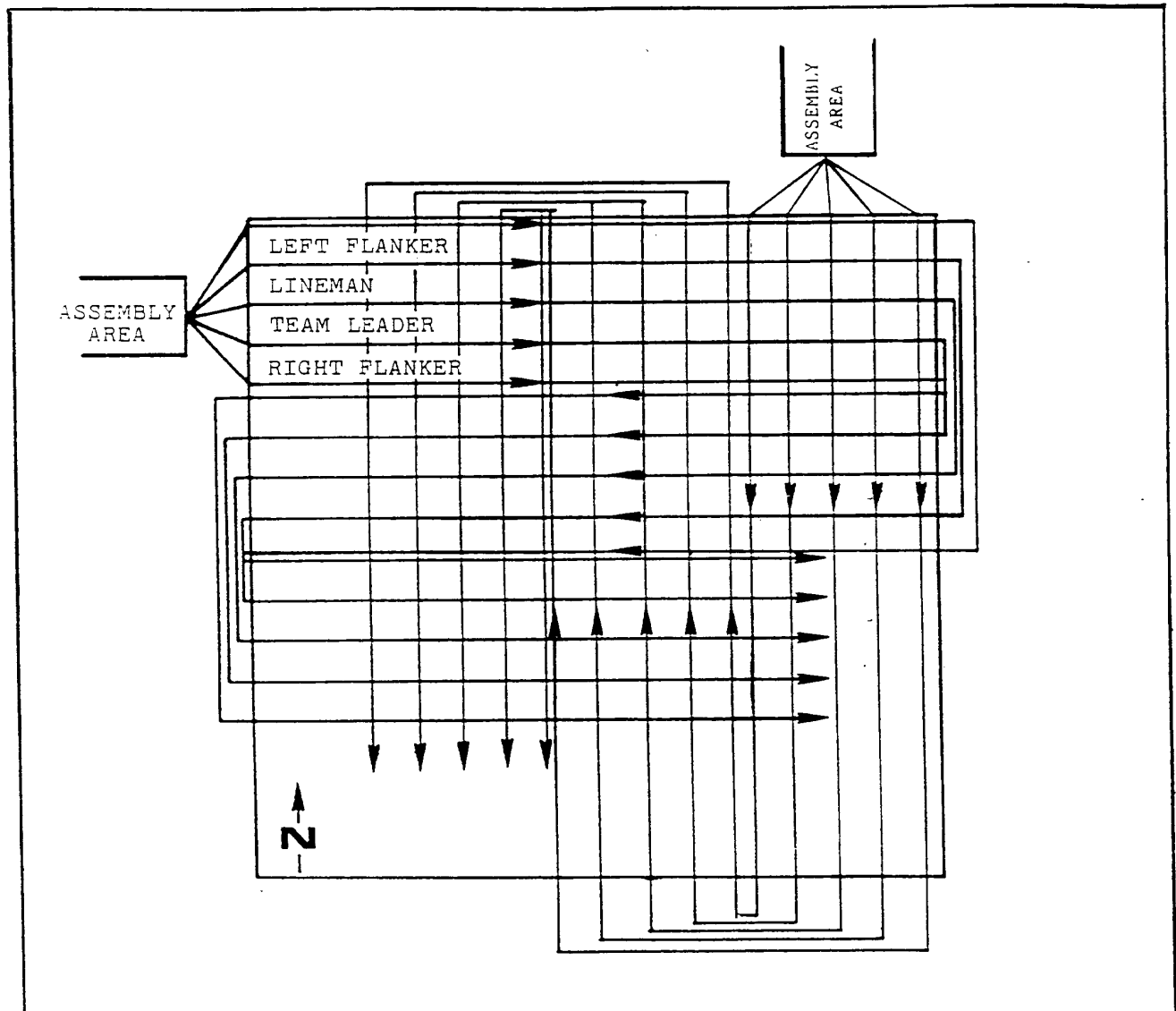


Figure 1.3. Remains Location Sketch - Search Areas.

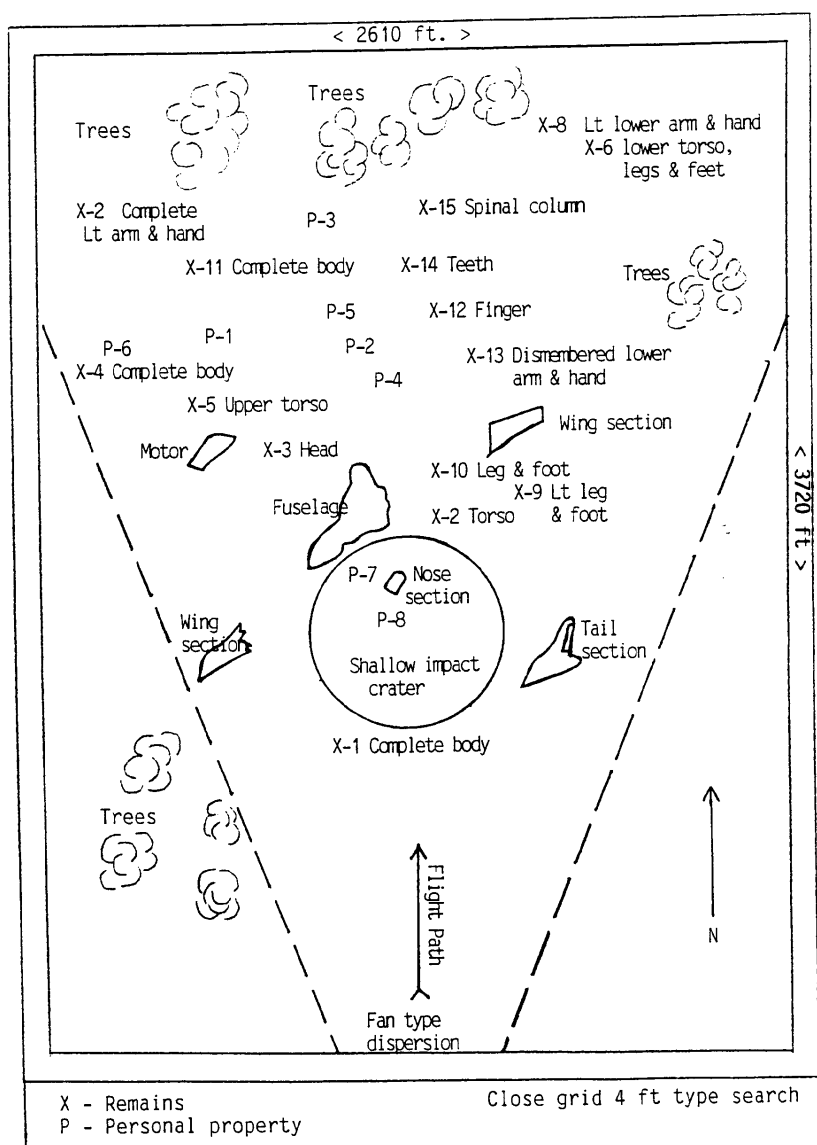
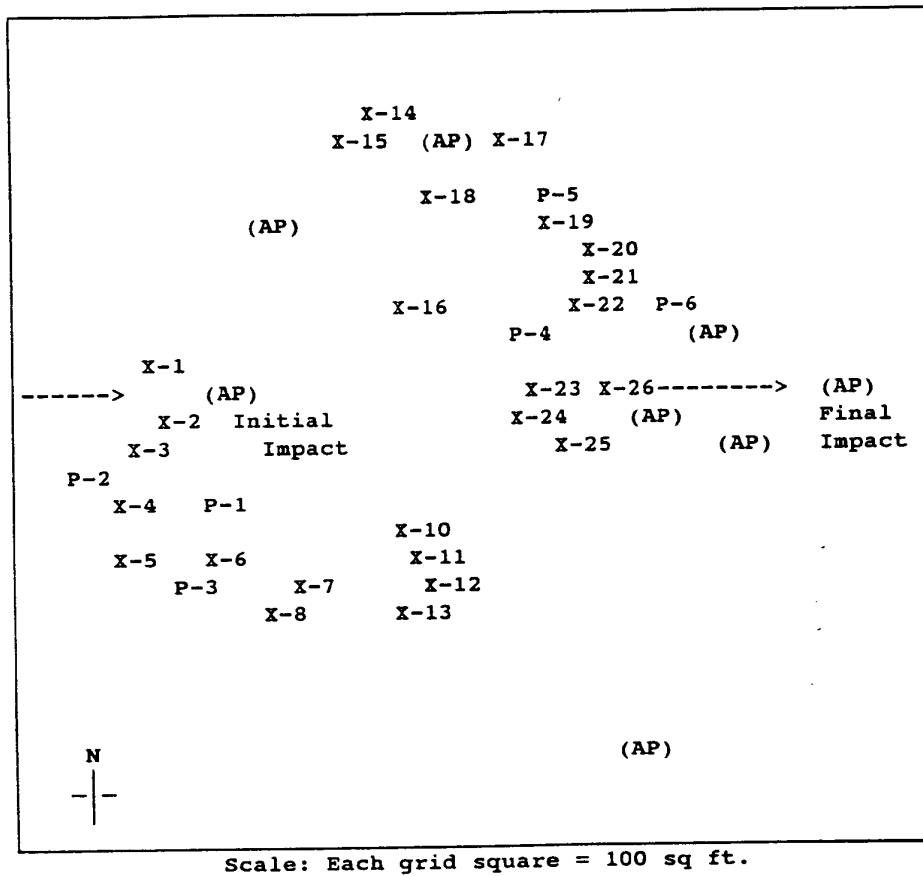


Figure 1.4. Remains and Personal Property Location Sketch.



Key to Figure.

-----> Flight path to point(s) of impact.
 (AP) - Major Aircraft parts.
 X - Numeric recovery designator assigned to a remains.
 P - Personal Property.

Chapter 2

IDENTIFICATION OF REMAINS

2.1. Identification Requirements. The Air Force must segregate and individually identify remains of deceased personnel whenever possible. A scientific identification will be performed on an individual or group of individuals when any condition exists (such as mutilation, decomposition, burning or charring, etc.) which leaves the remains severely damaged and not recognizable (non-viewable) or for remains of an individual who is believed to have been an Air Force member. The medical officer will furnish the mortuary officer sufficient medical and photographic evidence to support identification.

2.2. Identification Responsibilities:

2.2.1. The mortuary officer responsible for S&R of remains is also responsible for ensuring the examining official processes remains for individual identification. In the event the examining official cannot identify the remains, Air Force Mortuary Affairs will provide, as needed, their Identification Team to help accomplish identification of remains. Identification assistance is immediately available upon request, 24-hours-a-day, to all installations. Call DSN 487-5806 or 1-800-531-5803 for assistance.

2.2.2. Processing the Remains:

2.2.2.1. The official who examines the remains for identification will:

- Assign an X-number to the remains if no X-number was assigned during recovery.
- Remove all foreign materials, clothing, accouterments, and personal belongings from the remains. Note clothing sizes, laundry markings, and description of personal belongings.
- Place items of clothing, accouterments, and personal belongings in the transfer case or body bag with the remains.
- Once the remains have been scientifically identified, process the clothing, accouterments, and personal belongings in accordance with AFI 34-244, *Disposition of Personal Property*.
- Ensure Air Force-issued identification (ID) tags on the remains at time of death remain on or with the remains. If the remains are wrapped, leave one ID tag on the remains and pin the second ID tag to the blanket.
- Examine the gross anatomy of the remains.
- Examine remains to determine the post-mortem physical characteristics. Establish, as feasible, the sex, race, height, age, weight, and body build.
- Examine the remains for scars, tattoos, and birthmarks.
- Determine the post-mortem blood group.
- Prepare AF Forms 1801, **Postmortem Dental Record**, 1802, **Antemortem Dental Record**, and 1803, **Dental Identification Summary Report**.
- Print fingers and feet, as feasible.

2.2.2.2. Officially designate remains as individually identified when it is concluded, beyond a doubt, that the identification findings are in favorable agreement with an individual by name.

2.2.2.3. Officially designate remains X as unidentified when it is concluded the identification does not compare favorably with any individual by name. If individual identities cannot be established, request identification assistance from Air Force Mortuary Affairs. Refrigerate remains pending arrival of Air Force identification specialists. *NOTE:* No remains are officially designated as unidentified or unknown until an Air Force identification specialist makes a complete review of the case.

2.2.2.4. Remains that cannot be individually identified will be interred as a group (Refer to AFI 34-242). *NOTE:* Multiple, commingled remains that are unidentified will not be apportioned to the known number of individuals who die in a common accident for release to NOK as individually identified remains.

2.2.3. The mortuary officer ensures the examining official completes AF Form 697, **Identification Findings and Conclusions**; AF Form 1801; AF Form 1802; and AF Form 1803, and attaches the appropriate forms supporting the identification as well as the documents for each deceased member whose identity is uncertain or unknown.

2.2.3.1. The examining official:

- Annotates AF Form 697 with all identification criteria (physical descriptions, physical-anthropological characteristics, blood groups, foot and fingerprints, dental characteristics, accouterments, and so forth) compared or evaluated with records of each deceased person processed.
- Completes AF Forms 1801, 1802, and 1803 for dental identification.

- Signs and sends the forms to the installation commander responsible for recovery of remains for his/her approval and signature. The signature of the approving officer on AF Form 697 indicates that identification was established beyond a reasonable doubt. *NOTE:* When remains are returned to the continental United States (CONUS) for identification processing, the director, Air Force Mortuary Affairs, assumes the role of approving officer.
- Prepares all forms in triplicate. Sends the original, with supporting documents, to Air Force Mortuary Affairs, a copy to the MAJCOM, and retains a copy for the decedent's mortuary case file.

2.2.3.2. When NOK and other relatives have concerns or doubts about identification or need explanations and demonstrations on how identifications were established, the following procedure applies:

- Immediately notify Air Force Mortuary Affairs, DSN 487-5806, during duty hours, or 1-800-531-5803 during nonduty hours.
- Transmit by next-day or second-day delivery, AF Forms 697, 1801, 1802, and 1803 with all supporting documents, records, x-rays, prints, and photos to Air Force Mortuary Affairs.
- An Air Force Mortuary Affairs specialist contacts the NOK and arranges a date and time to visit with them to explain how the identification was established.

2.2.4. When there are 10 or more American fatalities involved in a common incident occurring outside the CONUS, those remains are moved promptly to the appropriate CONUS port of entry mortuary facility for identification and pathological examinations.

2.2.4.1. The location to perform the identification and pathological examinations for nine or less fatalities involved in a common incident is determined jointly by Air Force Mortuary Affairs and the AFIP/Office of the Armed Forces Medical Examiner (AFIP/OAFME).

2.2.4.2. No information concerning identification is released until final conclusions are established on all remains.

2.2.4.3. When remains of United States (US) armed forces personnel and remains of foreign personnel are involved in the same accident and identification cannot be established promptly outside the CONUS, contact Air Force Mortuary Affairs for identification assistance.

2.2.5. US Air Force mishaps in and outside the CONUS are investigated according to AFI 91-204. The SIB medical officer ensures positive individual identities are established by scientific means and are properly documented as follows.

2.2.5.1. When recovered remains are transported to the predetermined examination facility, provide the SIB medical officer with the following:

- A sufficient quantity of AF Forms 697, 1801, 1802, 1803 and a copy of this publication.
- Upon release of remains, the medical officer will give the mortuary officer the completed and signed AF Forms 697, 1801, 1802, and 1803, copies of health and dental records, and other supporting documents such as prints, x-rays, and photographs that support the identifications. *NOTE:* The medical officer requests identification assistance from Air Force Mortuary Affairs if local resources are unable to scientifically establish positive individual identities of any remains recovered from an accident. When requesting assistance, provide the medical officer's name, grade, and phone number; and the SIB president's name, grade, and phone number.

2.2.5.2. Obtain the following records to accomplish identification of remains:

- Passenger Manifest.
- AF Form 137, **Footprint Record**.
- AF Form 354, **Civilian Identification Card**.
- DD Forms 2, **Identification Card**.
- DD Form 4-1, **Enlistment or Reenlistment Document--Armed Forces of the United States**.
- DD Form 175, **Military Flight Plan**, or other equivalent form.
- DD Form 1833, **Isolated Personnel Report (ISOPREP)**, also commonly referred to as a Combat Search and Rescue (SAR) card.
- SF Form 88, **Report of Medical Examination**.
- SF Form 93, **Report of Medical History**.
- SF Form 502, **Medical Record--Narrative Summary**. (Clinical Resume)
- SF Form 513, **Clinical Record--Consultation Sheet**.
- SF Form 601, **Health Record--Immunization Record**.
- SF Form 603, **Health Record--Dental**.
- Health and dental x-rays.

2.2.5.3. Responsibility for Obtaining Records:

2.2.5.3.1. The SIB collects and safeguards records for mishaps requiring investigation by AFI 91-204 (verified by installation safety officer).

2.2.5.3.2. The mortuary officer at the installation responsible for recovery of the remains obtains the necessary records from the deceased person's organization or installation for CONUS deaths that do not require investigation.

2.2.5.3.3. The mortuary officer obtains copies of records from the deceased person's organization or installation for overseas deaths that do not require investigation, if it is within the same overseas geographical location where the remains are located. Send the records with the remains to the CONUS aerial port of entry (APOE) mortuary facility for identification examination. If organization or installation of assignment is in the CONUS and records cannot be readily obtained, advise of same in the message to the port, Air Force Mortuary Affairs, and the MAJCOM when notifying of shipment of unidentified remains. Air Force Mortuary Affairs takes the necessary action to obtain the records.

2.2.5.4. Do not move remains to CONUS until the recovery operation is terminated. When remains are returned to a CONUS APOE for identification processing, place remains in a transfer case with sufficient wet ice or chemical gel packs to retard decomposition during transit. Notify Air Force Mortuary Affairs and the appropriate APOE of shipment.

2.2.5.5. Ship applicable records listed in paragraph 2.2.5.2 and all other documents generated in the processing of the remains with the remains.

2.3. NOK Right to a Second Opinion. The NOK has the right to engage, at their expense, a private, professional forensic specialist to examine the remains following positive individual identifications established by the Air Force for remains of Air Force personnel (active duty, family members, civilian employees and their family members, and certain other eligible persons). If the NOK wishes to exercise this right, they should advise the mortuary officer.

2.3.1. The mortuary officer will notify Air Force Mortuary Affairs of the request for a second opinion. Then, advise the NOK, either in person or by next day delivery letter, as applicable, that the Air Force will accommodate their request.

2.3.2. Air Force Mortuary Affairs selects a funeral home, located in the vicinity where the remains will be examined, to receive the remains and maintain custody of the remains for the Air Force. The funeral home will deliver the remains to the examination facility specified by the NOK, attend the examination, and return the remains to the funeral home to await further instructions from Air Force Mortuary Affairs. Funeral home charges for services and transportation will be paid for by Air Force Mortuary Affairs. The escort hand-carries the identification documents.

2.3.3. After the remains arrive at the designated funeral home, the NOK arranges for the private forensic specialist to examine the remains at the specialist's facility.

2.3.4. If the NOK accepts the identification, obtain disposition instructions and follow the usual procedures for carrying out disposition. If the remains are to be moved to another location, arrange for the delivery of the remains from the funeral home to the airport and further movement to the specified destination at Air Force expense.

2.3.5. If the NOK does not accept the identification, obtain a rejection statement using a next day delivery service. Advise the NOK that an Air Force mortuary specialist will examine the remains at the funeral home to verify that they are the same remains shipped by the Air Force.

2.3.5.1. After verifying the remains are the same, the Air Force will retain custody of the remains and inter them in a designated location directed by Air Force Mortuary Affairs.

2.3.5.2. The remains will be interred in the name of the person identified by the Air Force with full military honors and a chaplain of the decedent's denomination following the usual procedures.

2.3.6. After the second opinion, for identification of remains (other than current deaths), if the secondary NOK (immediately next in line by priority) accepts the identification of remains but the primary does not, the Air Force will recognize the secondary NOK as the primary NOK. He or she is afforded all rights and benefits in directing disposition of the remains.

Chapter 3

MILITARY FUNERAL HONORS

3.1. Military Funeral Honors. Commanders ensure that honors are furnished, consistent with available personnel and resources, for active and retired members and veterans who served honorably in the Air Force. Provide honors and flyover (if eligible), if not previously provided, at the place of final disposition, or at an authorized memorial service for remains declared nonrecoverable.

3.2. Eligibility and Authorized Honors Entitlements. Persons eligible to receive military honors, by priority, and their funeral honors entitlements are listed in 3.2.1-3.2.3. Due to the closure of Air Force installations and the aging of Air Force retiree and veteran populations, the Air Force has established minimum manning standards for honor guard funeral team composition. However, use the maximum standards whenever resources permit. Additional funeral support may be provided at the discretion of the installation commander.

3.2.1. Air Force active duty members and recipients of the Medal of Honor.

3.2.1.1 **Entitlement:** Full military honors consisting of six pallbearers, seven member firing party, one bugler, four member color guard, an Officer-in-Charge (OIC) or Noncommissioned Officer-in-Charge (NCOIC), and an Air Force chaplain, when requested by the NOK.

3.2.1.2. **Minimum Manning:** six pallbearers, seven member firing party, one bugler, four member color guard and one OIC/NCOIC.

3.2.2. Air Force Retired Members to include those receiving retired pay or members of the Air Force Reserves or Air National Guard (ANG) who have 20 years or more satisfactory service for retirement and had not reached the age of 60.

3.2.2.1. **Entitlement:** Same support as prescribed for active duty members, if available.

3.2.2.2. **Minimum manning:** seven pallbearers/firing parties (dual use), one bugler, one OIC/NCOIC. *NOTE:* If the requested support is not available, make every effort to obtain support from the Air Force Reserves, ANG, Reserve Officer Training Corp (ROTC) units, etc., before requesting support from another Armed Service or veterans organization. As a last resort, furnish one Air Force representative (officer or enlisted depending on the grade of the decedent) who may, if requested by NOK, present the interment flag.

3.2.3. Former members (veterans) of the Air Force, Army Air Corps or Army Air Forces, and Women's Air Forces Service Pilots whose last service was honorable, and members of a reserve component not in a duty status are entitled to one Air Force representative (officer or enlisted depending on the grade of the decedent) who may, if requested by NOK, present the interment flag.

3.2.4. The extent of support for special funerals will be consistent with the provisions contained in this chapter and AFM 143-2, *State, Official, and Special Military Funerals*.

3.2.5. When NOK or other representatives of deceased from other services request support from Air Force installations, Department of Defense (DoD) policy requires that the Air Force representative advise the NOK or representative to contact the nearest military activity of the parent service for support. The commander of the parent service installation concerned must request support from other activities of the same service such as the Reserves, ANG (through the appropriate State Adjutant General), Reserve Office Training Corps (ROTC) unit, or veteran's organization before attempting to request support from another service.

3.3. Responsibility for Obtaining, Providing, and Tasking for Funeral Honors. Each installation is responsible for furnishing requested funeral honors support within the base's assigned geographic areas, identified in the Military Honors Assignments by Zone Improvement Plan (ZIP) Code document, which is prepared and distributed by Air Force Mortuary Affairs.

3.3.1. When the place of burial is not within the home installation's ZIP Code area, the mortuary officer arranging for disposition will obtain the ZIP Code of the receiving funeral home or the government cemetery. Look up the responsible installation in the Military Honors Assignments by the ZIP Code document.

3.3.2. Notify the mortuary officer at the honors installation promptly by telephone in advance of an Automatic Digital Network (AUTODIN) tasking message.

3.3.3. When a military member dies overseas and the remains are returned to the CONUS for burial, Air Force Mortuary Affairs designates and tasks the installation to provide honors.

3.4. Funeral Honors Team Personnel:

- Air Force Chaplain.
- Pallbearers. *NOTE:* If the deceased was a member of a local military organization such as the ANG or Air Force Reserve, the family may select honorary pallbearers from that organization.
- Honorary pallbearers (may be either military or civilian but will be included in the funeral ceremony only at the specific request and invitation of the family).
- Firing Party. The firing party will consist of at least seven airmen armed with the M-1 rifle and an NCOIC. The firing party ordinarily is a part of the troop escort. However, the firing party may participate as a separate element.
- Bugler. Ordinarily, the bugler is part of the troop escort or band. If no bugler is available, one may be hired locally and paid by citing operations and maintenance (O&M) funds. If a bugler is not available for hire, advise the NOK, and offer to use a Compact Disc (CD) or Digital Compact Cassette (DCC) audio system to sound taps. If the NOK rejects this offer, then no taps are sounded. When used, audio equipment is out of sight of the funeral party.
- Color Guard. The color guard will carry the United States Flag and the Air Force Organizational Flag (provisional). The color guard will consist of two noncommissioned officers as flag bearers and two airmen as guards.
- Troop Escort. Usually the escort consists of troops in numbers suitable to the rank of the deceased, a firing party, and a bugler. (When a band is provided for the funeral, the bugler is usually part of that formation.) The size of the escort may vary from flight to squadron, depending upon the grade of the deceased. A flight for funeral purposes will consist of not less than eight or usually not more than 30 airmen. Commanders may authorize more than 30 airmen when considered appropriate. Prescribed troop escorts are listed in Attachment 2.

- Prescribed Ruffles and Flourishes and music are provided in Attachment 2.

3.5. Planning and Rendering Funeral Honors. The wishes of the NOK regarding the honors elements to be furnished, is paramount. When the request for honors is received, the mortuary officer notifies the honor guard commander or OIC of the request, and assists, as necessary, with the arrangements. The mortuary officer completes an AF Form 1946, **Honor Guard Checklist**, for each authorized honors request.

3.5.1. Requests are received in sufficient time to properly prepare and transport the funeral ceremonial team to the interment site. Place team members on appropriate travel orders when funeral honors involve temporary duty (TDY). Issue confirmatory orders if a member is required to perform this special duty.

3.5.2. Furnishing honors will not seriously interfere with the primary mission of the base concerned.

3.5.3. To ensure the availability of trained personnel and equipment.

3.5.4. Ceremonial teams should not be absent from duty for more than 24 hours, except when providing honors for a deceased active duty member or a Medal of Honor recipient.

3.5.5. When the responsible installation can't provide funeral support for the following deceased individuals:

- Air Force active duty members or recipients of the Medal of Honor. Full honors must be provided. When the required funeral support is not available, contact Air Force Mortuary Affairs for guidance.
- Air Force Retired Members. Contact the MAJCOM for guidance. The decision of whether or not to furnish funeral support for retired members is not delegated below the MAJCOM.
- Former Members. The installation commander determines the final action to be taken.

3.5.6. When funeral support is declined for an eligible decedent, the mortuary officer at the declining installation completes AF Form 1946 indicating the circumstances and justification for denying support. Submit a copy of the form to the MAJCOM and Air Force Mortuary Affairs within five workdays.

3.6. Chaplain Support. Chaplains provide requested military funeral support when possible. Civilian clergy may be substituted for an Air Force chaplain. Families are encouraged to use their own clergy. Chaplain support includes active duty chaplains assigned to the installation concerned, Air Force Reserve, ANG, and retired chaplains in the immediate area. All requests for chaplain support and for the use of military chapels for funeral services (except Arlington National Cemetery) are made through the installation's Mortuary Affairs office. The installation's senior chaplain resolves any problems with providing support.

3.7. Flyovers. A flyover by Air Force aircraft for funeral ceremonies (remains interred) or memorial ceremonies for a body not recovered (BNR), and determined to be nonrecoverable, is appropriate in certain instances. Requests are considered only from the NOK. If flown, the formation normally consists of a 4-ship, fingertip formation with the Number 3 aircraft missing or a 4-ship formation with the Number 3 aircraft performing a pull-up maneuver at a specific time in the flight. Requests are approved only when the mission can be accomplished in conjunction with a formation training flight.

3.7.1. One flyover is authorized for the funeral/memorial ceremonies of Armed Forces and Federal Government dignitaries and for funeral/memorial ceremonies of military persons who held an aeronautical rating (or were taking a course of instruction leading to such a rating (AFI 36-2605, *Air Force Military Personnel Testing System*) who died while on active duty, including Air Force Reserve or ANG training. Active duty and retired Air Force 4-star general officers, regardless of aeronautical rating, are authorized a flyover. If the proposed flyover is not for a specific individual, see AFI 11-209, *Air Force Participation in Aerial Events*, for approval authorities and procedures for submitting the request. **NOTE:** Submit waiver requests for unauthorized flyovers to the MAJCOM Director of Operations (DO) who will coordinate the request with Headquarters United States Air Force Directorate of Operations (HQ USAF/XOO) for submission to the Vice Chief of Staff of the Air Force (Refer to AFI 11-209). Determination of dignitaries of the Armed Forces and the Federal Government is delegated to HQ USAF/XOO.

3.7.2. When flown over a military installation, the flyover is approved by the MAJCOM or its designated representative having operational control of the aircraft with the concurrence of the commander responsible for the military installation to be overflown.

3.7.3. When flown over any location in the Washington DC area, approval is required from the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA). The MAJCOM coordinates directly with OASD/PA for telephonic approval. Notify the HQ USAF DO (AF/DO) duty officer of all approved ceremonies in the Washington DC area. The AFDO will notify the HQ USAF/XOOO staff of all approved ceremonies. HQ USAF aerial events coordinator will take necessary action to obtain an aerial control team for the ceremony. Follow up the telephonic request with a confirming priority message to OASD/PA; the Secretary of the Air Force, Chief, Community Relations Division (SAF/PAC); HQ USAF Deputy Chief of Staff Plans & Operations (XO) , XOO, USAF/XOOO, and Air Force Mortuary Affairs. This message is transmitted during MINIMIZE. Flyovers in the Washington DC area are limited but may be approved with certain restrictions. All funeral flyovers in the Washington DC area utilizing Air Force aircraft must be coordinated with HQ

ACC/DOOO (DSN 574-7853). *NOTE:* The Washington DC area includes the District of Columbia, the city of Alexandria, Virginia, the counties of Arlington and Fairfax, Virginia, the counties of Montgomery and Prince Georges, Maryland, together with incorporated municipalities lying within their borders.

3.7.4. When flown over a civilian cemetery or any other location in the public domain, except the Washington DC area, approval is required from HQ USAF/XO through HQ USAF/XOO. The telephonic request for approval with full details will be directed to the AFDO, DSN 227-6103 or 225-7220. This applies to duty and nonduty hours. The AFDO has approval authority for funeral ceremony flyovers and memorial ceremony flyovers in the public domain, except in the Washington DC area, and memorial ceremony flyovers not performed for a specific individual. The mortuary officer at the installation providing the military funeral honors is responsible for arranging for the flyover. To arrange flyover approval in a timely manner, the mortuary officer will contact his or her MAJCOM Plans & Force Management Division (MAJCOM/SVX) who will coordinate with the MAJCOM/DO for approval. The MAJCOM/SVX may obtain telephonic flyover approval from the AFDO. Authority for contact with the AFDO will not be further delegated. The flying unit information is provided by the MAJCOM Services Commander or Director or SVX to the AFDO when calling for flyover approval.

3.7.5. When a flyover in the public domain is approved telephonically by HQ USAF, the requesting MAJCOM/SVX will immediately contact the appropriate MAJCOM/DO for coordination/approval. The MAJCOM/DO will locate and identify the resource for the flyover. If the resource is under the direction of another MAJCOM, the two MAJCOM/DO offices will coordinate the resource(s). Once the assets are identified, the MAJCOM/SVX passes the information to the mortuary officer designated to provide the military honors. The mortuary officer will coordinate the date, time, and place of the service with the flying organization providing the resources(s). The MAJCOM/SVX will immediately follow-up with a confirming priority AUTODIN message to HQ USAF/XO/XOO/XOOO, Air Force Mortuary Affairs Division, the command and unit that is providing the flyover aircraft, and the base designated for military honors. The message is transmitted during MINIMIZE.

3.8. Ceremonial Uniform and Equipment Requirements.

3.8.1. The current standardized ceremonial uniform combinations for cold and warm weather is the new service dress uniform, upon phase-out of the current uniform. Specific uniform information is provided in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*.

3.8.1.1. The cold weather uniform elements are:

- Service cap with dull bill and silver chin strap.
- Service dress uniform with trousers or slacks.
- Light blue shirt or blouse.
- Tie or neck tab.
- Poromeric, high gloss, low quarter shoes.
- White double rope aiguillette.
- White gloves.
- White holsters with side arms, or M-1 rifles for color guard.
- White slings for flag bearers.

3.8.1.2. The warm weather uniform elements are:

- Service cap with dull bill and silver chin strap.
- Light blue short sleeve shirt or blouse with open collar (no tie or neck tab).
- Service dress trousers or slacks.
- Poromeric, high gloss, low quarter shoes.
- White gloves.
- White webb belt with chrome buckle. (Chrome buckle with command or base emblem is for color guard only.)
- White holsters with side arms, or M-1 rifles for color guard.
- White slings for the flag bearers.

3.8.2. Equipment:

- Rifles, cartridges, belts, and blank ammunition.
- Automotive Equipment: Vehicles, buses, passenger cars, and station wagons, as appropriate, will be used to transport participating military elements for a funeral.
- Bugle.

3.9. Training

3.9.1. The USAF Honor Guard, Bolling AFB DC, is the office of primary responsibility for base level honor guard training. Call DSN 754-7501 for training information.

3.9.2. Audio Visual Productions available for training:

- *The Standard Air Force Funeral at Graveside*, video, PIN 6004468DF.

- *Military Honors-The Air Force Funeral at a Graveside Service*, slide and tape, PIN 0024357351.
- *Standardized Ceremonial Honors*, video, PIN 611438DF.

3.10. Providing Honors. Specific guidance and procedures for furnishing funeral honors are provided in Attachment 2.

Chapter 4

GOVERNMENT CEMETERIES AND HEADSTONES

4.1. United States Air Force Academy (USAFA) Cemetery:

4.1.1. Interment is restricted to the following individuals. *Note:* Former military members must have been discharged under honorable conditions.

- USAFA cadets.
- Air Force military personnel assigned to the USAFA or to tenant units at the Academy at the time of death. This does not include non-Academy personnel who are assigned on Permanent Change of Station (PCS) orders to the Academy Patient Squadron Section of the hospital.
- Academy Graduates. Any subsequent service in the armed forces of the United States, if terminated, must have been under honorable conditions. No graduate of the USAFA will be denied interment in the USAFA cemetery without the approval of the superintendent.
- All active and retired Air Force generals and lieutenant generals.
- Former superintendents, commandants of cadets, faculty deans, chiefs of staff, appointed directors of admissions, directors of athletics, permanent professors, tenured faculty officers, continuous tour staff officers, and preparatory school commanders.
- All Air Force personnel assigned to the USAFA, 11 July 1955 through 10 September 1957.
- Former USAFA senior enlisted advisors.
- USAF cross-commissioned officer graduates of West Point or Annapolis who retired with 20 years of uniformed service.

4.1.1.1. Interment for the following persons who are related to a service-connected sponsor listed in 4.1.1 who is interred or eligible to be interred in the USAFA Cemetery is authorized.

- Wife or husband.
- Unremarried widow or widower.
- Dependent unmarried children under the age of 23.
- Dependent unmarried adult, defined as one who at the time of death was over 21 years of age, incapable of self-support because of physical or mental condition, and who received more than one-half of his or her support from the service-connected parent; or if the service-connected parent is deceased and interred in the USAFA Cemetery, was receiving more than one-half of his or her support from the widow or widower of the deceased service-connected parent; or was receiving such support from some other source because of the prior death or inability of the parent or parents to provide such support.

4.1.1.2. All eligible persons listed in 4.1.1.1 who die prior to the death of the service-connected sponsor may be interred in the USAFA Cemetery only if the sponsor signs an agreement indicating an intention to be interred in the USAFA Cemetery.

4.1.2. Active duty personnel stationed at the USAFA seeking an exception to the provisions of this manual must do so 90 days prior to retirement from active military service.

4.1.3. Grave reservations are not assigned before an actual interment requirement. When the need arises, written or oral application should be made by the NOK to the HQ USAFA Mortuary Affairs Office (HQ USAFA/SVOM), 5136 Redtail Drive, Suite D114, USAF Academy CO 80840-2616. Only one gravesite is used for the interment of persons involved in the spouse or parent-child relationship. However, when an infant child is interred in the child section, the sponsor is still entitled to a site in the adult section.

4.1.4. Funerals are normally scheduled Monday through Friday, between 0900 and 1400. Funerals are not normally held on legal holidays or weekends due to logistical requirements.

4.1.5. Flyovers are conducted in accordance with USAFAR 55-6, *Command Coordination and Control of Aerial Events*. The normal flight path for funeral flyovers is from south to north.

4.1.6. Disinterments are permitted only when the NOK furnishes valid reasons, in writing, or when the disinterment is directed by a court order. Disinterment from one cemetery section for interment in another section is not permitted. All requests for disinterment are directed to HQ USAFA/SVXM. Any expenses related to a disinterment are borne by the legal NOK or estate as applicable.

4.1.7. Interment services are normally conducted by chaplains assigned to the USAFA. Services are in accordance with the ecclesiastical discipline of the chaplain. Civilian clergy may assist in conducting services upon request by the NOK or upon invitation by the USAFA Senior Staff Chaplain.

4.1.8. The USAFA Mortuary Affairs Office, is the coordinator for all funeral services conducted at the USAF Academy.

4.1.9. A flat bronze grave marker or monument is furnished and installed without cost to the family for each interment. This will be the only authorized grave marker or monument. Markers are installed level with the ground. The Mortuary Affairs Office procures the grave markers through the Veterans Administration. *NOTE:* Memorial markers are authorized for all eligible individuals except those whose remains are nonrecoverable, not identified, cremated and scattered, buried at sea, or donated to medical science.

4.1.10. Concrete burial liners, furnished at government expense, are installed for each interment.

4.1.11. Disposal of cremated remains on the USAFA grounds is limited to those individuals authorized interment in the Academy cemetery. All requests are forwarded to the Mortuary Affairs Office, which makes the arrangements. Individuals in paragraph 4.1.1.1 whose sponsor's remains are cremated and scattered at the Academy are still authorized burial in the Academy Cemetery if desired by the NOK.

4.1.12. The Mortuary Affairs Office maintains the central cemetery records and scale maps of grave plots. These documents are available for information purposes during normal duty hours.

4.1.13. Facilities for viewing and storing remains or cremated remains are not available at the USAFA. Therefore, the NOK selects a funeral home to receive the remains or cremated remains.

4.1.14. For further information, contact HQ USAFA/SVXM, DSN 259-2389/3323 or commercial (719) 472-3323/2389.

4.2. National and State Cemeteries. Some national cemeteries bury only cremated remains or casketed remains of eligible family members of those already buried. Contact the cemetery director for information on the availability of space. A list of National and State cemeteries is provided in Attachment 3.

4.2.1. Chapel facilities for religious services are only available at Arlington National Cemetery. If a NOK desires services other than graveside at other government cemeteries, the NOK selects a funeral home to receive the remains.

4.2.2. Remains of eligible persons may be consigned directly to a government cemetery having available grave space, except for cemeteries under the jurisdiction of the United States Department of Interior. These cemeteries do not have the facilities for accepting consigned remains. The NOK selects a funeral home to receive the remains. To effect interment by direct consignment, contact the cemetery superintendent concerned to find out what documents and information are required.

4.2.3. Eligibility for interment is based on military service and determined by the cemetery director. Burial in government cemeteries, except for Arlington National, is authorized for the following categories:

4.2.3.1. Military Personnel:

- Members of the Armed Forces of the United States who die while on active duty (other than for training).
- Former members (veterans and retired) who were honorably separated from the last period of service.
- Any member of a reserve component of the Armed Forces, the Army National Guard or ANG who during a period of active or inactive duty for training was disabled or died from disease or injury incurred or aggravated in the line of duty.
- Members of Reserve components who die under honorable conditions while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred while performing active or inactive duty training or undergoing such hospitalization or treatment.
- Members of the ROTC of the Army, Navy, or Air Force who die under honorable conditions while attending an authorized training camp or cruise, while performing authorized travel to or from that camp or cruise, or while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while engaged in one of these activities.

4.2.3.2. United States citizens who served in the armed forces of any government allied with the United States during any war in which the United States was or may hereafter be engaged. However, they must have been honorably separated from the last period of such service.

4.2.3.3. Members of families of Service or former Service members. The wife, husband, widow, widower, minor child, and in certain instances, the unmarried adult child of any of the persons listed under military personnel. This includes the widow or widower of a member of the Armed Forces of the United States lost or buried at sea; officially determined to be permanently absent in a status of missing or missing in action; officially determined to be dead for the purpose of terminating his or her status of missing or missing in action; or one whose remains have not been recovered.

4.2.3.4. Such other persons or classes of persons as designated by the Secretary of Veterans Affairs (38 U.S.C. § 2402[6]) or the Secretary of the Air Force (Public Law 95-202, § 401).

4.2.4. Burial in Arlington National Cemetery is limited to:

4.2.4.1 Those who have died on active duty.

4.2.4.2. Those having at least 20 years active duty or active reserve service which qualifies them for retired pay either upon retirement at age 60, and those retired for disability.

4.2.4.3. Veterans honorably discharged for 30% (or more) disability before October 1, 1949.

4.2.4.4. Holders of the Nation's highest military decorations (Medal of Honor; Distinguished Service Cross, Air Force Cross or Navy Cross; Distinguished Service Medal, and Silver Star) or the Purple Heart.

4.2.4.5. Certain POW's who died on or after November 30, 1993.

4.2.4.6. Certain Dignitaries of the United States Government.

4.2.4.7. The spouse, or unmarried minor (under 21) child of any of the above or of any person already buried in Arlington. An unmarried dependant student qualifies up to age 23.

4.2.4.8. An unmarried adult child with physical or mental disability acquired before age 21.

4.2.4.9. Provided certain special requirements are met, a veteran who is the parent, brother, sister or child of an eligible person already interred. Interment must be in the same grave as the primary eligible, the veteran's spouse must waive his or her eligibility for Arlington, and the veteran can have no dependant children at the time of death.

4.2.5. The following persons are not eligible for interment.

4.2.5.1. Fathers, mothers, and in-laws regardless of whether they are dependent upon the service member for support or are members of his or her household.

4.2.5.2. Persons whose last separation from the armed forces of the United States was under other than honorable conditions, notwithstanding the fact they may have received veterans benefits, treatment in a Department of Veterans Affairs hospital, or that they died in such hospital.

4.2.5.3. A person otherwise eligible for burial in a government cemetery but who was convicted in federal, state, or United States military court of any offense involving subversive activity or of a crime or crimes resulting in the loss of United States citizenship, a sentence of death or a sentence to imprisonment for 5 years or more is not buried in a government cemetery. However, if this person is subsequently pardoned of his or her offense or serves in the armed forces of the United States and the last service terminates honorably, then burial in a government cemetery is authorized. Offenses for subversive activities are defined as any of the offenses under the following statutes: 18 U.S.C. §§ 792, 793, (excluding subsection (f), 794, 798, 2381-2385, 2387-2390, and Chapter 105; 42 U.S.C. §§ 2272-2276.

4.2.5.4. Where minimum and maximum terms are imposed, the maximum will be used. An undetermined sentence is considered to be a sentence of 5 years or more when the maximum term equals or exceeds 5 years. Separate sentences served consecutively and which aggregate 5 years or more are disqualifying. A suspended sentence is not considered as imposing a term of imprisonment, except to the extent that such sentence is actually served.

4.2.5.5. A person excluded from burial who dies while in the custody of an armed force, may, with prior approval of the Director, National Cemetery System, Department of Veterans Affairs, Washington DC 20420, be buried in such other government burial ground as the Director, National Cemetery System, may select, but no military funeral honors will be performed at such burials.

4.2.6. If a dependant family member dies before the active duty member, interment may be made in a government cemetery. The mortuary officer:

4.2.6.1. Has the sponsor complete and sign AF Form 507, **Agreement for Burial**, if applicable. Cemeteries under the jurisdiction of the Department of the Army (i.e., Arlington National Cemetery and Post Cemeteries) require an AF Form 507 to accompany remains. When the remains are to be interred in a government cemetery under the jurisdiction of the Department of Veterans Affairs or the Department of the Interior, AF Form 507 is not required. The USAFA Cemetery provides a USAFA form. All other base cemeteries do not require an AF Form 507.

4.2.6.2. Obtains convincing proof that the decedent is a bona fide dependent.

4.2.6.3. Using installation letterhead, prepares and signs a letter to the superintendent of the government cemetery. The letter certifies the decedent as a bona fide dependent, the sponsor as on active duty and in good standing, and identifies the sponsor's organization of assignment.

4.2.6.4. Ensures the AF Form 507 and certification letter accompany the remains to the government cemetery concerned.

4.2.6.5. The remains of dependant family members may be removed from a government cemetery proper and interred in the post section of a government cemetery if, upon death, the related service member is not buried in the same grave. *NOTE:* This does not apply to a service member who is lost or buried at sea, officially determined to be permanently absent in a status of missing or missing in action, or determined to be nonrecoverable.

4.2.7. Procedures for effecting interment and direct consignment to a government cemetery:

4.2.7.1. When remains of a military dependent family member who died outside the CONUS are prepared in a government mortuary and shipped direct to a government cemetery for burial, the responsible mortuary officer furnishes Air Force Mortuary Affairs the aerial port of entry, and the superintendent of the government cemetery concerned, the following information by priority precedence, AUTODIN message:

- Deceased person's name, date of birth, date of death, and place of death.
- Name (include maiden name when applicable), rank, Social Security Number (SSN), and date of birth for sponsor and other parent, if applicable.
- Type of services desired by sponsor.

- Whether the sponsor is returning to CONUS for services and, if so, address and phone number or a point of contact. If sponsor is not returning, furnish the name, address, and phone number of the point of contact.
- Verification that AF Form 507 and a letter certifying dependency accompany the remains.

4.2.7.2. When the remains of dependent family members from overseas installations are consigned directly to a government cemetery and the NOK returns to CONUS for the interment service, the base mortuary officer advises the NOK that the remains will be held at the port mortuary facility until the NOK arrives at the final destination.

4.2.7.2.1. Provide the NOK the Air Force Mortuary Affairs 24-hour toll-free number, 1-800-531-5803, and request they call on arrival at final destination. Scheduling services and coordinating the movement of the remains to final destination is then arranged.

4.2.7.2.2. The mortuary officer of the shipping installation within the CONUS coordinates the date of arrival of the remains at the cemetery and interment ceremony details with the superintendent concerned. Furnish the cemetery with a suggested date of interment if the NOK has expressed a preference. Do not ship remains prior to coordinating with the cemetery. *NOTE:* Coordination is not required when remains of a deceased service member outside CONUS are consigned direct to a government cemetery. In these cases, Air Force Mortuary Affairs provides the cemetery superintendent the burial information in advance of the disposition message to the aerial port of entry and the cemetery.

4.2.7.3. When the shipping schedule is determined, the shipping installation within the CONUS furnishes the shipping schedule to the NOK, other relatives, and the cemetery superintendent.

4.2.8. When the remains are consigned to a funeral home for subsequent burial in a government cemetery, all contacts with the cemetery superintendent concerned are made by the family's funeral director and, in some cases, by the NOK.

4.2.9. Gravesites are not reserved or assigned in advance of interments. Adjoining gravesites are not available in all cases.

4.3. Air Force Cemeteries. These are located at an Air Force installation (except USAFA) or privately or publicly owned cemeteries or burial plots located within or outside the boundaries of an Air Force installation. New cemeteries will not be established, and existing cemeteries will not be expanded beyond present boundaries. Use existing cemeteries for authorized burials, within present boundaries, until filled or discontinued. Maintain cemeteries until disposition is effected by the procedures listed below. The Headquarters United States Air Force Director of Services (HQ USAF/SV) designates an active military installation to maintain and supervise cemeteries on surplus Air Force installations that are not moved or otherwise disposed.

- When feasible, base cemeteries are disposed of according to the provisions of AFI 32-9004, *Disposal of Real Property*.
- Normally, the General Services Administration accomplishes disposal by transfer to a state, county, municipality, or other proper agency or by removal and reinterment of remains in a government, private, or public cemetery; or by transfer of custody to the NOK or other relatives.
- Once a cemetery disposal is complete, it will not be reacquired without prior approval of an acquisition request as outlined in AFI 32-9001, *Acquisition of Real Property*.

4.3.1. Eligibility for interment in installation cemeteries is restricted to the following personnel categories:

- Members of the Armed Services of the United States on the active and retired lists as published by the decedent's service.
- The wife, husband, widow, widower, minor child and, in certain instances, the dependent unmarried adult child of any person listed above. Dependent unmarried adult children include those who have never married, widows, widowers and divorcees, provided the unmarried adult child, at time of death, was incapable of self-support because of physical or mental condition and was receiving over one-half of his or her support from the service-connected parent or surviving spouse, or has been receiving such support prior to the death of the parents and by reason of their death was receiving such support from some other source.
- General prisoners whose discharges have been executed and who die while under the jurisdiction of the Department of the Air Force.
- Prisoners of war, interred aliens, and unclaimed remains that cannot be transferred to the custody of civil authority, provided no other disposition of remains is made under existing statutes.
- Veterans, when a dependent family member of the deceased was previously buried in such a cemetery.
- Individuals whose remains are directed to be disposed of at an installation cemetery by Air Force Mortuary Affairs.

4.3.2. Interment policies of gravesites in installation cemeteries are as follows:

4.3.2.1. If a dependent family member dies before the service member, interment is made in a base cemetery upon submission of a certificate signed by the service member verifying that he or she will be interred in the same grave or an adjoining (side-by-side) grave. This certificate, in the following format, is presented or promptly mailed to the base mortuary officer concerned: This is to certify that in consideration of the interment of the remains of my (spouse-child) (name), in the (name) Base Cemetery, my remains shall, upon my demise, be interred in the same or adjoining grave."

4.3.2.2. When a dependent child is interred prior to the death of either parent, the above certificate is accomplished by the service member with the understanding that all available space in the occupied grave must be used for any future family interment, including that of the service member, before the second grave can be used.

4.3.2.3. Additional eligible dependent family members may be interred before the death of the service member, provided not more than two side-by-side graves are used and the space is reserved for burial of the service member.

4.3.2.4. Gravesites are not reserved or assigned in advance of interments except for adjoining gravesites. When the service member dies first, an adjoining grave may be reserved for the eventual interment of the surviving spouse. Such reservations must be requested by the spouse at the time arrangements are made for interment of the member. The surviving spouse receives an inquiry every two years to verify whether to continue the reservation. Until the inquiry is received, it will not be necessary for the spouse to contact the base concerned to continue the reservation. Failure to reserve an adjoining gravesite does not preclude burial of the spouse in the same grave with the service member, or removal of remains at private expense to a location where two adjoining graves are available. When arrangements are made for the interment of a dependent of a service member, the surviving service member requests an adjoining gravesite be reserved. Provisions in 4.2.6 are applicable regardless of this reservation. *NOTE:* The above provisions do not apply to the USAFA cemetery.

4.3.3. Maintain a complete record of interments in base cemeteries. At the end of each month, prepare in duplicate an AF Form 593, **Interment Record-Base Cemetery**. Submit the original to the MAJCOM concerned. Retain the duplicate at the installation.

4.3.4. On closure of an installation on which a base cemetery is located, forward all records to the Washington National Records Center, 4205 Suitland Road, Suitland MD 20499, according to AFI 37-138, *Records Disposition - Procedures and Responsibilities*.

4.3.5. Responsibilities for installation cemeteries is as follows:

4.3.5.1. HQ USAF/SV is responsible for prescribing policies relating to base cemetery functions.

4.3.5.2. HQ USAF Office of the Civil Engineer (CE) is responsible for the following:

- Maintaining base cemeteries.
- Initiating action for disposal of base cemeteries at excess installations as separate entities according to applicable laws and directives.
- Clearing cemetery area and rehabilitating the land upon removal of remains.

4.3.5.3. The installation commander has jurisdiction over the base cemetery and is responsible for the following:

- Authorizing interments or reservations according to prescribed policies.
- Removing remains and arranging for reinterment (when possible, this action will be coordinated with the NOK).
- Operating and maintaining cemeteries, including the construction and maintenance of walks, roads, walls, fences, and drainage facilities; erosion control; care of shrubs, trees, and grass; opening and closing of graves; procurement and installation of temporary grave markers; and installation of permanent markers.
- Maintaining civilian cemeteries located on the installation when maintenance by the government is specified in the conveyance.
- Maintaining interment records.
- Procuring small grave decorating flags and ensuring their placement for Memorial Day and removal thereafter. All graves are decorated during the 24-hour period immediately preceding Memorial Day. The flags are removed on the first working day following the observance of Memorial Day.
- Budgeting and appropriating the expenses involved in the maintenance and restoration of base cemeteries, including plans pertaining to real property maintenance of the installation.

4.3.5.4. The Director, National Cemetery System, Veterans Administration, is responsible for procurement and supply of government grave markers.

4.3.6. Mark the grave with a temporary marker, reflecting the decedent's name, grade, organization, date of death, and grave number immediately after interment. The use of a commercial type temporary metal marker with insert card is authorized in place of wooden headboards.

4.3.7. Cemeteries are classified as improved grounds according to the standards for maintenance of grounds and drainage as adopted by DoD. Lands in this classification are maintained at a degree necessary to present a desirable appearance. All maintenance of cemeteries is confined to existing facilities and is accomplished according to prescribed standards. Maintenance is accomplished as follows:

- Do periodic mowing, fertilization, weed control, insect and rodent control, plant disease control, pruning and renovation of trees, shrubs and vines, removal of debris, and control of traffic. The maintenance of storm drainage systems is performed to the extent necessary to prevent water damaging soil erosion and recurrent flooding.
- Maintain all roads and walks in a manner that protects the government investment. Keep them in safe condition. Apply dust palliatives to roads and walks where necessary.

- Maintain structures, including buildings, walls, fences, gates, and flagpoles, to ensure stability. The necessity for repainting cemetery structures is determined on the basis of preservation and appearance.
- Keep grave markers clean and neat in appearance at all times. Replace only when defaced or damaged to the extent that they no longer present an acceptable appearance. Reset and realign when necessary to maintain uniformity of appearance and arrangement.
- Maintain water distribution systems as necessary to provide a supply of water adequate to meet requirements for the cemetery.

4.3.7.1. Due to soil and climate variations, geographical locations, structure types and permanence, plus other factors, detailed criteria for cemetery maintenance is prescribed by each installation commander having responsibility for such work.

4.3.7.2. Do not initiate new construction work at base cemeteries. Improvements, alterations, or extensions to existing facilities are not authorized. The replacement of, or major repairs to, existing roads, walks, grounds, fences, buildings, drainage facilities, or other features will be accomplished only where determination is made that the cemetery will remain indefinitely and that its maintenance will continue to be the responsibility of the Department of the Air Force.

4.4. Government-Furnished Headstones. The Government furnishes an upright marble marker or a flat marker of marble, granite, slate, or bronze, free of cost, to mark graves of the following:

- Members of the Air Force who died while on active duty.
- Members of a reserve component of the Air Force, the ANG, or Air Force ROTC who died under conditions incident to service on behalf of the United States, or of an illness or disease which occurred while serving under honorable conditions.
- All persons buried in government cemeteries.
- Members of the Air Force who died while on active duty and whose remains have not been recovered or identified, or were buried at sea. The marker is furnished upon application by the relative recognized as the NOK.

4.4.1. Application for marker procedures are as follows:

4.4.1.1. When interment is to be made in a civilian cemetery, VA Form 40-1330, **Application for Standard Government Headstone or Marker for Installation in a Private or State Veterans' Cemetery**, is furnished to the NOK by the escort. Stocks of this form are available through Air Force publication distribution channels. The application is requested and submitted by the interested party responsible for receiving and erecting the marker at the grave.

4.4.1.2. When interment is made in a government cemetery, the superintendent of the cemetery prepares the necessary form for supply of the final marker for the grave, whether individual or group burial.

4.4.1.3. When interment is made in an Air Force cemetery, VA Form 40-1330 is submitted by the installation commander or mortuary officer responsible for receiving and erecting the marker at the grave.

4.4.2. Marker shipment and erection costs are as follows:

4.4.2.1. At nongovernment cemeteries, the government prepays shipping charges for delivery direct to the cemetery or an interim consignee. Costs for transporting the marker from an interim consignee to the cemetery, and erection of the marker, are borne by the applicant. However, such costs are allowed within the authorized secondary (interment) allowance (Refer to AFI 34-242, Chapter 3).

4.4.2.2. At government cemeteries, all expenses are borne by the government. *NOTE:* The Department of Veterans Affairs no longer allows reimbursement for a headstone or marker commercially procured by the NOK in lieu of the government-furnished marker.

Chapter 5

GOVERNMENT MORTUARY FACILITIES

5.1. Air Force Mortuaries:

5.1.1. Air Force mortuaries are established, staffed, and operated on a common service basis outside the CONUS because mortuary and identification services available from commercial sources usually do not meet CONUS standards, and/or the costs involved are excessive.

5.1.2. Air Force mortuaries are established or closed on the recommendation of the commander concerned and on authorization from Air Force Mortuary Affairs. The establishment and operation of Air Force mortuaries is coordinated at departmental level to ensure adequate service and avoid duplication of armed forces facilities.

5.1.3. Overseas mortuary facilities are functional. General appearance, furnishings, grounds, and surrounding areas present a clean, sanitary, well-kept facility consistent with other service-type facilities on the installation.

- Equip the preparation room with sufficient mortuary tables, dressing tables, instruments, supplies, and equipment for preparation, dressing, and casketing.
- Ensure suitable space for holding remains prior to shipment.

5.1.4. On receipt of approval to establish a mortuary, commanders submit requests for morticians through established channels to their servicing central civilian personnel office.

- Morticians are employed according to appropriate Department of the Air Force civilian personnel publications.
- These persons should be graduates of an approved accredited institution of funeral service education (Mortuary Arts and Sciences), qualified embalmers and funeral directors licensed to practice within the United States, and qualified by ability and experience in the scientific identification of remains.
- Morticians receive instruction and training in Air Force techniques and procedures used in human identification at Air Force Mortuary Affairs prior to departure for employment/reemployment in an Air Force mortuary facility.

5.2. CONUS Air Force Mortuaries. The following CONUS APOEs are designated to receive remains or to ship remains moved by Air Mobility Command (AMC) aircraft to or from a destination outside of CONUS:

- Use Dover AFB, DE for remains being transported to or from Greece, Turkey, Newfoundland, Greenland, Iceland, Azores, United Kingdom and Europe, Africa, South America, Bermuda, Caribbean area, and the eastern half of Canada.
- Use Travis AFB, CA for remains being transported to or from the Pacific, Far East, Japan, Republic of Korea, and the western half of Canada.

5.2.1. These facilities procure specification caskets, urns, and casket shipping containers directly from the manufacturers and stock sufficient quantities of these items to meet mission needs.

5.2.2. The APOE mortuary officer prepares unembalmed remains to meet or exceed the Armed Services Public Health Guidelines (Refer to para 5.4); reprocesses remains already embalmed when received; cosmetizes and dresses remains in a military uniform or civilian burial clothing; caskets remains in a specification casket; cremates and inurns cremated remains in a specification urn; and arranges to ship remains and escorts for military remains or cremains to the final destination.

5.2.3. Remove and inspect remains arriving in a transfer case for proper preparation. The government mortician accomplishes any disinfection and preservative treatment needed prior to providing restorative art work, cosmetizing, dressing, and casketing of the remains. *NOTE:* Cosmetics are applied only in the amount necessary to produce natural color and texture. During this inspection, the applicable portion of DD Form 2062, **Record of Preparation and Disposition of Remains**, and documents accompanying the remains are checked to ensure they are in agreement with the identified remains. After reprocessing and casketing the remains, the mortician makes a second inspection to ensure the remains are properly clothed, cosmetized, and casketed.

5.3. Government Mortuary Facilities Outside of CONUS.

5.3.1. Air Force Facilities:

- Camp Kinser, Okinawa, Japan.

5.3.2. Army Facilities:

- Frankfurt, Germany.
- Vicenza, Italy (Standby).
- Honolulu, Hawaii.
- Seoul, Republic of Korea.
- Panama City, Panama.

5.3.3. Navy Facilities:

- Naval Regional Medical Center, Guam, Mariana Islands.
- Naval Regional Medical Center, Naples, Italy
- Naval Hospital, Guantanamo Bay, Cuba
- Naval Hospital, Rota, Spain

5.3.4. These facilities obtain, as needed, specification caskets, urns and casket shipping containers directly from the CONUS APOE mortuary facility that services their geographic area.

5.3.5. Procurement of infant and child caskets.

5.3.5.1. The Army and Air Force facilities obtain infant and child caskets up to 5 1/2 feet in length from their servicing Army and Air Force Exchange System (AAFES) facility. They coordinate with AAFES on the casket sizes and quantities that should be stocked to meet mission needs. The actual procurement of the infant and child caskets is arranged between the NOK (sponsor) and AAFES.

5.3.5.2. The Naval Regional Medical Center, Naples Italy, and the Naval Hospital, Rota Spain, procure infant caskets for the Navy mortuary facilities from the manufacturer without going through the Navy Exchange.

5.3.5.3. The above mortuary facilities display a minimum total of three infant and child caskets.

5.3.6. Use the reusable aluminum transfer case (NSN 9330-00-823-9805) to return remains to the CONUS APOE mortuary facility.

5.3.6.1. The service branch that accomplishes the preparation of the remains provides the transfer case, regardless of the deceased member's parent service.

5.3.6.2. Air Force mortuary facilities outside CONUS that are responsible for preparation of remains procure and maintain a sufficient number of transfer cases to meet mission requirements.

5.3.6.3. The command supervisor for mortuary affairs ensures that all transfer cases are returned to the servicing overseas facility.

5.3.6.4. The APOE mortuary officer ensures that transfer cases are returned promptly to the appropriate overseas mortuary facility. The mortuary officer accounts for any cases received in CONUS that are not returned to the owning facility (Refer to AFMAN 23-110 Volume 2 CD, *USAF Supply Manual*).

5.3.6.5. The APOE mortuary facilities procure and maintain a minimum stock of 200 transfer cases for use in contingencies and emergencies. These cases are held in reserve at these facilities for immediate deployment when needed. The CONUS APOE mortuary officer establishes the necessary controls to make sure that the deployed transfer cases are returned to the overseas mortuary.

5.3.6.6. CONUS APOE mortuary facilities maintain and repair transfer cases in accordance with TO 00-80-F-2, *Inspection and Maintenance Instructions, Case, Transfer, Human Remains*.

5.3.6.7. The mortuary facility takes the necessary action to verify the disposition of any cases not returned.

5.3.7. Each Air Force mortuary outside CONUS will prepare an AF Form 946, **Air Force Mortuary Activity and Status Report (Overseas)**, in triplicate for each quarter (January, April, July, October). Send the original to Air Force Mortuary Affairs by the 15th day of the month following the end of each quarter. Retain one copy and forward a copy to the MAJCOM. Complete the following items as indicated, completion of other form items is self-explanatory.

5.3.7.1. SECTION I - MORTUARY ACTIVITIES:

- Item 1a. Remains disposed of locally, as distinguished from those shipped to other areas.
- Item 1b. Remains prepared and shipped to other areas for final disposition, to include shipment to CONUS.
- Items 2a and 2b. Identify shipping command(s) in "Remarks" section.

5.3.7.2. SECTION II - OPERATING STOCK STATUS (exclude Depot stock):

- Item 1. Include only serviceable transfer cases held in operating stock. Note unserviceable stock in "Remarks" section.
- Item 2. Include only serviceable caskets held in operating stock. Do not include Depot or unserviceable stock. Note unserviceable stock in the "Remarks" section.

5.3.8. Contract mortuary services are used in Anchorage, Alaska and San Juan, Puerto Rico.

5.3.9. Where government mortuary facilities are not available, the nearest Air Force activity (the Air Attaché in the absence of an Air Force activity) proceeds promptly to the place of death and coordinates with the proper civil authorities all matters incident to recovery, identification, and custody of remains.

5.4. Armed Services Public Health Guidelines. Many infectious agents associated with medical and paramedical environments are classified as opportunistic pathogens or microbial agents and are normally considered to be of low virulence. These organisms are commonly associated with human remains. They are found in and around remains storage areas. Public health guidelines provide guidance to mortuary service practitioners to prevent the transmission of these pathogens.

5.4.1. Disinfection procedure for human remains:

- Thoroughly cleanse and disinfect the body surface and orifices with a suitable generic category of chemical disinfectant (e.g., 100 - 150 ppm of an Iodophor or a 1:200 [0.5%] use-concentration of a phenylphenol). Rinse with clear water.
- When possible use multipoint or multisite injection and drainage.
- Use continuous injection and intermittent (interrupted) drainage to enhance chemical distribution and penetration. Use a 2.0% by volume concentration of a preservative aldehyde or aldehyde derivative for arterial injection.
- Treat the thoracic and abdominal cavities with a minimum of 16 ounces of concentrated cavity chemical each, for a minimum of 32 ounces per adult case.

5.4.2. Disinfection procedure for the embalmer:

- Always wear an outer, protective garment, preferably one which is impervious to the penetration of liquids and aerosols, such as a rubber or plastic wraparound apron or gown.
- Always wear disposable rubber or plastic gloves during the handling of human remains. Discard the gloves after use, especially in cases of known reportable infectious disease or cases of gas gangrene. Change gloves frequently and rinse instruments in a chemical disinfectant periodically during the preparation of the remains to minimize transfer of contaminants to your skin.
- Wear disposable protective head and shoe coverings.

- Wear a protective oral-nasal mask designed to prevent the inhalation of infectious or hazardous chemical particulates.
- Wear eye protection to prevent splashes of blood/body fluids into mucous membranes.
- Remove and dispose of gloves and head and shoe coverings after preparing the remains and cleaning the preparation room. Scrub your hands and forearms with a suitable disinfectant soap or 100 ppm of an Iodophor.
- Wash your entire body surface, including your hair.

5.4.3. Disinfection procedure for the preparation room:

- Cleanse and disinfect all instruments and aspirating equipment, the operating table surfaces, the preparation room floor, walls, sinks, water faucet handles, door knobs, waste receptacles, etc. In known cases of infectious disease or gas gangrene, all instruments, including trocars, should either be steam sterilized under pressure (autoclaved) or immersed in a solution of Bard-Parker disinfectant (8.0% by volume formaldehyde in 70% ethanol or isopropanol) or equivalent, or in a solution of 200-300 ppm of an Iodophor for a period of 45 minutes or more.
- Incinerate all disposable fabric or plastic body coverings, bandages, dressings, sheets, towels, or other items coming into direct or indirect contact with the remains.

5.4.4. Disinfection procedure for the hearse or service car:

- Cleanse and disinfect the mortuary cot or tray after each use.
- Cleanse and disinfect the inside surfaces of the hearse or service car.

5.4.5. Use an efficient air exhaust or air purification system during preparation of a remains to maintain a nonhazardous level of airborne contamination. Respirable contaminants usually include those microbial agents measuring 5.0 microns or less in diameter. The air exchange system also prevents the accumulation of formaldehyde vapor and/or paraformaldehyde aerosol concentrations in the preparation room environment. Ensure 12-15 complete air changes per hour and that aldehyde concentrations do not exceed 5.0 ppm to eliminate the potential health hazard to the embalmer.

5.4.6. General safety guidelines:

5.4.6.1. Control the potential infectious and toxic chemical hazards associated with plumbing cross-connections in the preparation room. Install vacuum breakers in the involved water supply lines to prevent back-siphonage of contamination into potable water supply lines.

5.4.6.2. Receive a thorough routine physical examination, including chest X-ray, every 6 months.

5.4.6.3. Adhere to an effective program of routine tuberculin sensitivity tests and prophylactic immunizations for infectious diseases endemic to the geographic areas involved. It is strongly recommended that embalmers obtain the Hepatitis B immunization. Contact a physician for the administration of immunoglobulin when exposed to known cases of viral hepatitis (Type A or B).

5.4.6.4. Immediately contact a physician for the administration of prophylactic antibiotics when handling known cases of bacterial meningitis (cerebrospinal fever, meningococcie meningitis).

5.4.6.5. Always wear an oral-nasal mask designed to trap particles with a diameter of 0.1 micron or above when handling known cases of infectious systemic fungal infections such as blastomycosis, coccidioidomycosis, histoplasmosis, etc.

5.4.7. Research conducted by the Department of Medicine, Section of Infectious Disease, and the Department of Immunology/Microbiology at Rush-Presbyterian-St. Luke's Medical Center, Chicago, IL, revealed that HIV-1 from the blood of deceased patients is communicable up to 21 to 25 hours postmortem. Additionally, refrigeration or nonrefrigeration of the remains did not significantly affect the survival of the virus. Embalmers should take the following precautions:

5.4.7.1. Strictly adhere to the public health guidelines (Refer to para 5.4).

5.4.7.2. Wear two pairs of surgical gloves and laboratory goggles or eyeglasses during the embalming operation.

5.4.7.3. Immediately following the embalming operation, place surgical gloves, oral/nasal masks, aprons, operating gowns, head and shoe coverings, and any cloth, towels, tissues, etc., used in the preparation of remains in a plastic bag and incinerate as soon as possible.

5.4.7.4. Cleanse and disinfect all instruments, operating table surfaces, aspirating equipment, preparation room floor and wall surfaces, sinks, water faucet handles, door knobs, waste receptacles, etc. Use a 10% Sodium Hypochlorite (chlorine bleach) solution, a 2% Glutaraldehyde solution, a solution of 8% Formalin in 70% Isopropyl or Ethyl Alcohol, or a solution containing 200-300 ppm of an Iodophor ("Wescodyne"), etc.

5.4.7.5. In cases where the NOK of a decedent having HIV-1 insist on viewing the remains, recommend this be done before shipment and stress the avoidance of any physical contact with the remains.

5.5. Preparing and Processing Remains:

5.5.1. The funeral director or mortician prepares and ships the remains in compliance with state, Federal, and foreign health laws.

- Preparation of remains starts promptly upon arrival of the remains at the mortuary and is completed as soon as possible.
- Coordinates with medical authorities to arrange for early release of remains for preparation.

- Prepares remains in compliance with Armed Services Public Health Guidelines (Refer to para 5.4) and meets any and all United States Public Health Service requirements. Remains are prepared in a manner reflecting the highest standards of the funeral service profession.

5.5.2. Use the appropriate embalming treatment and techniques to accomplish optimal results for remains, whether nonviewable or viewable.

- Ensure the complete saturation of all tissue areas using techniques of arterial injection and drainage.
- Adjust the injection pressure and rate of flow to achieve maximal chemical distribution results. Use an injection--drainage technique. Continuous injection and intermittent drainage enhances chemical distribution and penetration.
- Use humectants (moisture retention chemicals) in the arterial injection solution to restore normal body moisture content.
- Effect the complete disinfection and preservation of all body tissues and cavities with chemical preservative preparations (arterial, cavity, and other embalming chemicals used in the treatment of remains). Follow known public health expectations for postembalming reduction of microbial populations within the body.

5.5.3. United States Public Health Service Foreign Quarantine Regulations issued by the Department of Health and Human Services govern the importation of deceased persons into a port under the jurisdiction of the United States.

5.5.4. There is no restriction placed on the importation of a deceased person who died from a nonquarantinable disease.

5.5.5. Regulation 71.157, *Dead Bodies, in the Foreign Quarantine Manual of Operations*, controls the importation of a person who died from a quarantinable disease. Remains of a person dead from a quarantinable disease must be properly embalmed and placed in a hermetically sealed casket or cremated.

5.5.6. Prepare remains in government mortuary facilities on a common service basis whenever possible. If necessary, embalmers travel from an Air Force mortuary facility to outlying geographical areas served by the mortuary.

5.5.7. Embalmers employed in Air Force mortuaries outside CONUS prepare remains according to this chapter and Armed Services Public Health Guidelines.

5.5.8. Classify remains as one of the following types:

5.5.8.1. Nonviewable. Any remains where extreme mutilation exists, advanced stages of decomposition, severe burn wounds or charring, and restoration of exposed tissue surfaces to the known antemortem appearance of the deceased by major restorative art work is not possible. Examples of nonviewable remains include floaters, homicide, suicide, and trauma cases involving extensive mutilation, disfigurement, charring, or severe burn wounds to exposed tissue surfaces.

5.5.8.2. Viewable. Any remains undamaged by trauma or disease or those damaged by trauma or disease but where the exposed tissue surfaces have been restored to the known antemortem appearance by major restorative artwork.

5.5.8.3. Unautopsied or autopsied (either partial or complete autopsy).

5.5.9. Accomplish the following prior to completing the preparation of all viewable remains, and to the extent possible on nonviewable remains. At all times, the embalmer critically examines all techniques employed to assure complete and adequate treatment.

5.5.9.1. When possible, all remains are bathed, and the male facial and male and female scalp hair is treated to conform to military grooming standards (suitable hair preparation will be accomplished on females). Fingernails are trimmed and cleaned. Cosmetics are used and applied only in the amount necessary to produce natural color and texture. The mouth is securely closed to form a natural expression and proper attention is given to the eyes to prevent wrinkling of the eyelids and a sunken appearance of the eyes according to current professional practices.

5.5.9.2. Any and all lacerations, perforations, abrasions, incisions, excisions, and burn wounds are sutured or sealed with appropriate sealants or both to prevent any leakage (and restored as appropriate for viewable surfaces). Swollen or distorted viewable exposed tissue surfaces are restored to the known antemortem appearance of the deceased to the extent possible. Postmortem stains are chemically reduced to the extent possible by applying packs or needle injections or both. On exposed areas, further treatment is consistent with the use of masking cosmetics to render persistent stains nondetectable.

5.5.9.3. All body orifices are treated with a disinfectant, nonastringent chemical (such generic categories as Phenylphenols and Iodophors) and then packed with cotton. Bed sores, ulcerated, burned, and necrotic tissue (including gangrene) are treated through pack or needle injection application of deodorizing and preserving chemicals.

5.5.9.4. Maggots, other insects, and their larvae are destroyed and removed. The breeding sites in or on the remains are thoroughly treated with an insecticide chemical.

5.6. Embalmer's Performance Requirement. The embalmer ensures that all remains are effectively disinfected, uniformly preserved, and all offensive odors eliminated before the remains are placed in the transfer case or casket.

5.6.1. Embalming treatments are as follows:

5.6.1.1. For nonviewable remains, the multisite injection and drainage technique is always attempted.

5.6.1.1.1. When arterial injection is possible, use a minimum concentration of 5% by volume aldehyde or aldehyde derivative preservative agent(s) per gallon of solution. (Example: Approximately 25.6 ounces of a 25-index chemical diluted in 128 ounces of water).

- Inject not less than 1 gallon per 50 pounds of human remains body weight.

- Treat all body areas by means of trocar, using full strength cavity chemicals having a 30-index (percent) or greater. In addition, use packs, special gel, dry sanitizers, and preservatives to disinfect, preserve, prevent leakage, and eliminate all offensive odors.
- Relieve cranial, thoracic, and abdominal cavities of gases and distention. Treat cavities by injecting a minimum of 32 ounces of a concentrated cavity chemical, having a 30-index (percent) or greater.
- When remains are structurally altered to the extent that arterial injection or cavity treatment or both is impossible, thoroughly disinfect all articulated and disarticulated anatomical portions and preserve through accessory chemical embalming techniques.

5.6.1.2. Immerse or hypodermically inject noninjectable intact remains and disarticulated anatomical portions with an infant trocar or syringe and needle, or both, using full-strength cavity chemicals (30-index or greater). Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement the primary needle and hypo-injection techniques.

5.6.1.3. If the identification of remains is not officially established, place the remains in refrigeration at 38-40 degrees Fahrenheit or 3.3-4.4 degrees Centigrade until such time as the remains are examined to establish positive identities. Once the positive identity of remains is officially established, process the remains as directed above.

5.6.1.4. For viewable remains, use the variable techniques in the embalming treatment to accomplish optimal results. The technique of arterial injection and drainage is of utmost importance as well as the need for adding humectants (moisture retention chemicals) to the arterial injection solution.

5.6.1.4.1. Whenever possible, accomplish a 6-point arterial injection with multisite drainage. Inject at additional points, as required. Use, as a minimum, an arterial chemical injection solution of 2-3 percent concentration, by volume, of aldehyde or aldehyde derivative preservation agent(s), with equal parts of humectant chemical also being added (for example, 1 gallon of a 3 percent injection solution would require 15 ounces of a 26-index (percent) arterial chemical plus 15 ounces of a humectant chemical).

5.6.1.4.2. Thoroughly aspirate the thoracic, abdominal, and pelvic cavities. Then inject each cavity with full strength cavity chemicals having a 30-index (percent) or greater in the following volumes: a minimum of 16 ounces for the thoracic cavity and a minimum of 16 ounces for the abdominal and pelvic cavities or a minimum total of 32 ounces for all cavities.

5.6.1.4.3. Disinfect and preserve all body tissues, including those associated with the body cavities (organs) using needle injections, packs, or other special treatments.

5.6.1.4.4. Apply a lanolin-based (or comparable) massage cream to the face and hands.

5.6.1.5. If a partial or complete autopsy is performed, accomplish a 6-point arterial injection with multisite drainage. Accomplish injections at additional points, as required.

- Use the arterial chemical injection concentration solution requirements described in para. 5.4.8.
- Following the arterial injection, hypodermically inject the thoracic and abdominal walls by means of trocar with an arterial chemical solution of the same strength as injected arterially.
- Remove viscera separated during the autopsy investigation. Immerse and occasionally agitate in a concentrated cavity chemical having a 30-index (percent) or greater for the duration of the operation.
- Liberally apply a gel preservative to the inner surfaces of the body cavities. Then, return the viscera to the cavities in their normal anatomical location and cover with dry or powdered sanitizers and preservatives.
- When a cranial autopsy is performed, replace the calvarium and securely stabilize by needle injector or multiple suture ties through the drilled openings (above and below the line of separation). Neatly suture the scalp to avoid an unnatural appearance. Wash the hair to remove all evidence of dried blood and other foreign residuals.
- When the scalp has been shaved because of medical treatment or surgery, prepare as specified above. After careful suturing and sealing of incision(s), wrap the cranium with gauze or equivalent in a neat and professional manner.

5.6.1.6. Treatment of Neonatal Remains:

5.6.1.6.1. Prepare full-term viewable and injectable neonates by injecting the major arterial pathway, preferably the abdominal aorta, and drain from the adjacent venous site, the vena cava. Use a 1 percent concentration, by volume, of aldehyde solution unless the postmortem chemical change indicates a need for a stronger aldehyde concentration. Treat the cavities with a minimum of 4 to 8 ounces of concentrated cavity chemical.

5.6.1.6.2. Disinfect and preserve full-term nonviewable and noninjectable neonates using accessory techniques which include hypodermic injection with an infant trocar or with syringe and needle or both. Also use liquid (packs), gel, or dry sanitizers and preservatives for the preservation of superficial tissues.

5.6.1.6.3. Prepare stillborn, viewable, and noninjectable neonates in the same manner as described in para 5.4.10, except totally immerse the stillborn or premature neonate in a two percent concentration, by volume, or aldehyde solution.

5.6.2. Regardless of the type of disinfectant and preservative treatment used, inspect all remains after embalming, except when death was due to a contagious or communicable disease. Apply additional preservatives, as necessary. Do not dress the remains or place in the transfer case or casket until this inspection is completed. Keep remains covered at all times except during examination or preparation.

5.6.3. Cosmetizing and dressing or wrapping remains outside the CONUS are as follows:

5.6.3.1. Do not apply cosmetics or dress remains unless the remains will be released to the NOK for local burial or a funeral service will be held prior to shipment of the remains to a CONUS APOE. In this event, dress the remains and apply cosmetics. Remove the clothing and cosmetics prior to shipment.

5.6.3.2. Evenly coat the face, neck, and hands with a light coating of lanolin-based (or comparable) massage cream. Wrap the remains in a clean sheet. Enclose and wrap the burial clothing in a moisture proof material and place in the transfer case.

5.6.3.3. Remains that are nonviewable, but can be dressed, require clothing. If remains cannot be dressed neatly, wrap them in a white sheet (provided by the contract funeral home in CONUS) and rubber or polyethylene sheeting and blanket (provided by contracting officer in CONUS). Spread the blanket and white sheet out on the table, with the rubber or polyethylene sheet on top. Place a double length of cotton down the center of the sheet and cover with a hardening compound. Then, wrap the remains. Place the uniform on top of the wrapped remains.

5.6.4. Placement of Remains in Casket or Transfer Case:

- Place remains being returned in a transfer case in a plastic bag (Polyethylene, 3696 D-NSN 9930-00-927-4569) or envelope in a plastic sheet (Polyethylene NSN 8135-00-584-0610) which has been heat-sealed (Sealing Machine, Heat, NSN 3540-00-856-7957).
- Place the remains in the casket or transfer case in a manner that will create an appearance of rest and composure, and ensure correct positioning during transit.

5.6.5. In cases where death was the result of a contagious or communicable disease, immediately place the remains in a transfer case or casket. Immediately close and hermetically seal the transfer case or casket. Affix a gummed label, 2 by 4 inches, bearing the word "CONTAGIOUS," to the outer surface at the head end of the casket, or metal transfer case.

5.6.6. An Armed Services specification 18-gauge, cut-top metal sealer casket, standard size, or a specification solid hardwood casket, standard size, must be used as described in Attachment 5, A5.8.1 and A5.8.2.

- Use an oversized specification casket when it is demonstrated to the Mortuary Officer that it is required.
- Use the specification solid hardwood casket when remains are to be cremated either by the Air Force near the place of death or the CONUS port of entry mortuary, or by the NOK at final destination.
- Contact Air Force Mortuary Affairs for guidance in those rare cases when local, state, or Federal health regulations or authorities require that viewable remains be casketed in a glass window sealer casket.

5.6.7. Use casket shipping containers furnished by the APOE mortuary facilities or by contractors that conform to the Performance Testing Specifications requirements of the air carrier and subsequent connecting carriers. In the case of an overseas shipment, provide a casket shipping container that meets the requirements of the air carrier(s) and the overseas countries involved.

5.7. Cremation:

5.7.1. When the NOK requests cremation, the Air Force may arrange the cremation by completing and signing AF Form 140, **Cremation Authorization and Disposition of Cremains Request**, or the NOK may make their own arrangements and request the authorized reimbursement. If requested, the Air Force arranges cremation at or near the place of death when death occurs in CONUS, or at the appropriate CONUS port mortuary facility when death occurs outside CONUS.

5.7.2. The NOK arranges for cremation at final destination in CONUS and is reimbursed a sum not to exceed what it would have cost the Air Force to arrange for cremation under a mortuary services contract. If the NOK arranges for cremation outside CONUS instead of cremation arranged by the Air Force at the CONUS port mortuary facility, the reimbursement is the sum not to exceed what it would have cost the Air Force to arrange for cremation at the CONUS facility.

5.7.3. When the NOK desires cremation at final destination, the activity concerned will:

- Follow contractual specifications for preparation or reprocessing of remains.
- Prepare a purchase order as required for individual cases (one-time purchase) for preparation or reprocessing and dressing remains, specification hardwood casket, and a shipping case.
- Advise the NOK the remains will be casketed in an Armed Services Specification Solid Hardwood Casket.
- Advise the NOK that the Air Force will provide an Armed Forces Specification Solid Walnut or Bronze Urn.
- Engrave the urn with the name, rank, date of birth, and date of death of the deceased.
- Place the urn in the foot end of the casket.
- If the NOK does not want a specification urn, the Air Force reimburses the NOK for expenses not to exceed the cost the Air Force-provided urn.
- Furnish the NOK a DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses**, to request reimbursement for cremation charges. Allowable cremation expenses at the final destination are for transportation of the remains to the crematory, actual crematory charges, and the cost of an engraved urn comparable to specifications. The NOK completes the form and submits it to the shipping installation for evaluation and payment.

5.7.4. When arrangements for cremation are made by Air Force authorities, the activity concerned follows contractual specifications for preparation or reprocessing of remains and prepares a purchase order, as required in individual cases (one-

time purchase), for preparation or reprocessing and dressing of remains and other services and supplies including crematory expense. Use the following guidelines:

- The casket is an Armed Services Specification Solid Hardwood Casket. *NOTE:* Furnish a specification metal casket only when required for shipment.
- Provide a US flag to drape the casket to the crematory. Upon arrival at the crematory, remove the flag from the casket. The escort retains the flag for presentation to the NOK.
- The crematory engaged under contract by the government transports the remains (including escort and escort's return) and returns the cremated remains to the government facility.
- The contractor provides an Armed Services Specification solid hardwood urn described in Attachment 5, A5.8.4., or an Armed Services Specification solid bronze urn described in A5.8.5., as called for by the contracting officer or designated representative.
- The urn is engraved with the name, rank, date of birth, and date of death of the deceased.
- The contractor places the cremated remains properly in the urn.
- The Air Force pays the crematory's charges directly to the crematory. Require the crematory to provide a receipt for the remains and furnish a release stating the remains were cremated and delivered to the Air Force agent or representative. The release shows the name of the deceased person, the Air Force agent or representative, and the dates of cremation and delivery.
- An escort hand-carries the flag and the cremated remains of an active duty member to the NOK. Only one common carrier ticket is required for the escort's transportation.

5.7.4.1. When the Air Force accomplishes the cremation for other than active duty personnel (escort not authorized), the urn will be sent by registered mail or commercial next day delivery service. *NOTE:* Under no circumstances will the cremated remains of an active duty member be shipped or delivered without an escort.

5.7.4.2. Cremated remains can be interred in either a government or nongovernment cemetery.

5.7.4.3. Aircraft can be used to scatter cremated remains when requested by the NOK. Cremated remains are scattered as follows:

- Scattering over a military installation requires approval of the installation commander in conjunction with the installation mortuary officer.
- Scattering over Federal reservation under the jurisdiction of federal agencies other than DoD requires approval of the appropriate agency official in conjunction with the installation mortuary officer.
- The NOK engages a nearby funeral director to scatter over a civilian location. This person obtains all required civil approvals and documents from the applicable local and state authorities.
- Cremated remains are scattered at sea by advance arrangements with the US Coast Guard or US Navy. Follow the requirements of these Services.

Chapter 6

PROCUREMENT OF SUPPLIES

6.1. Mortuary Supplies and Burial Clothing.

6.1.1. Except for those items centrally stored and issued under the cognizance of the Defense Supply Agency, procure items of supply and equipment (i.e., human remains pouches, transfer cases, litters, etc.) according to local purchase procedures.

6.1.2. Submit funded requisitions for items centrally stored and issued under the cognizance of the Defense Supply Center directly to the Defense General Supply Center (DGSC-OSCC) 8000 Jefferson Davis Hwy, Richmond VA 23297-5501.

6.1.3. Authorized mortuary equipment is specified in TA-405, *Table of Allowance, Funeral Service Organizational Support Equipment*.

6.1.4. When you replenish stocks for your S&R kits (expended due to an actual incident or mishap) or purchase flags, hardwood flag cases, register books, and any other authorized items, obtain an authorization for procurement as follows:

6.1.4.1 Submit the request by AUTODIN message to Air Force Mortuary Affairs, DFAS-DE DENVER CENTER DENVER CO//WFDA//, and your MAJCOM.

6.1.4.2. Specify each item, NSN nomenclature, quantity, unit cost and total cost, and estimated shipping charges, as applicable.

6.1.4.3. Air Force Mortuary Affairs approves or disapproves your request. If approved, you are provided a complete accounting classification for procurement. Proceed according to appropriate procurement procedures.

6.1.4.4. If you learn of a shortfall in funding, advise DFAS-DE/WFDA by telephone (DSN 926-7641) of the dollar amount and provide details. DFAS-DE/WFDA then reserves additional funds under the initial approved request.

6.1.5. Adult size specification caskets, shipping containers, and urns are procured as an integral part of the contract for care of remains awarded to a CONUS funeral service establishment. Specifications for these items are obtained from Air Force Mortuary Affairs.

6.1.6. Burial clothing and accouterments are obtained by the mortuary officer and provided to the funeral director or mortuary preparing the remains. If outside of CONUS and military clothing items and accouterments are not available, the preparing mortuary advises the receiving APOE mortuary of the needed items. Clothing authorized for burial is as follows:

6.1.6.1. Active-duty Air Force personnel are authorized the blue service uniform (trousers, skirt, coat, shirt, blouse, appropriate necktie and belt) plus underwear and nylons, less shoes and headwear.

- Also provide insignia, devices, badges, and decorations the decedent was authorized.
- Name tags are not provided unless already on a uniform obtained from the decedent's NOK.
- Items are withdrawn from the personal effects of the decedent, provided the clothing is in a serviceable condition. If needed, the clothing is washed and dry cleaned at government expense (Refer to AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*).
- If presentable uniform clothing is not among the personal effects of the decedent, the uniform items specified above are purchased from the clothing sales store, the base exchange (BX), or commercial sources when sales store stock is not available. Purchases from the clothing sales store are made in accordance with AFMAN 23-110, Volume 2 CD.
- Insignia, ribbons, badges, etc., for officers and airmen are purchased from the BX or commercial firms.
- Use AF Form 656, **Clothing Request and Receipt - Male/Female**, to purchase clothing items. When purchasing the 100% polyester uniform items and clip-on necktie, mark through the words "service blue" next to coat, skirt, and trousers and write in "100% polyester". Write in "clip-on" next to necktie, blue. Write in the word "deceased" in Item 17, Military Personnel, AF. Ensure the appropriate mortuary fund citation is indicated on the form.

6.1.6.2. Personal civilian clothing is used when requested by the NOK. Civilian clothing consists of appropriate outer clothing, underwear, and hose. Complete AF Form 166, **Authorization to Purchase Civilian Clothing**. Include the mortuary fund cite and complete the form in duplicate. Provide the original to the BX and retain the copy in the decedent's case file.

6.1.6.3. In the case of airmen reverted from a commissioned officer or warrant officer status, an officer or warrant officer uniform is provided if the NOK so desires. The uniform of the individual is used with the addition of appropriate braid and insignia. Insignia of individual grade is consistent with the highest active duty or reserve officer or warrant officer grade attained by the deceased.

- If the NOK desires to furnish a uniform not currently authorized, that uniform is acceptable provided it was authorized during the period the member was in an officer or warrant officer status.
- When requested by the NOK, insignia of the highest grade to which the individual had been appointed is provided.

6.1.6.4. For deceased chaplains, verify the ecclesiastical requirements for burial in vestments. If vestments are required, the NOK provides them.

6.1.6.5. Obtain clothing for deceased Army and Navy personnel from the nearest Army or Navy installation or through local purchase when authorized by those services.

6.1.6.6. Clothing for burial of civilian employees consists of suitable outer clothing, underwear, and hose. Suitable clothing owned by the individual is used when available. Otherwise, procure appropriate clothing (conforming to NOK request) at the BX. Complete AF Form 166. Include the mortuary fund cite and complete the form in duplicate. Provide the original to the BX and retain the copy in the decedent's case file.

6.1.6.7. A suitable service uniform (without decorations and insignia), underwear, and hose is authorized for Air Force members in military prisons.

6.1.6.8. A suitable United States military uniform (without decorations, insignia, or other evidence of membership in the Armed Services of the United States), underwear, and hose, or civilian clothing is authorized for enemy prisoners of war or aliens.

6.1.6.9. NOK of deceased retirees purchase (at their own expense) burial clothing items from the Clothing Sales Store according to AFMAN 23-110, Volume 2 CD.

6.2. Flags, Hardwood Flag Cases, and Memorial Register Books.

6.2.1. Purchase flags, hardwood flag cases, and memorial register books with mortuary funds. To obtain approval of funds for procurement of these items, request the number needed and the cost for each item in a ROUTINE precedence AUTODIN message to Air Force Mortuary Affairs Division, and informing DFAS-DE/WFDA and your MAJCOM.

- Procure the interment flag, NSN 8345-01-334-6825, by submitting a funded requisition directly to the Defense Personnel Support Center (DPSC)-FOOB 2800, 20th Street, Philadelphia PA 19101.
- Procure the Solid Walnut Commemorative Flag Case, item 9930-PF5W-F, upon Air Force Mortuary Affairs approval, using local purchase procedures.

- Procure the 6-ring military register book, item 9930-RB121-P, upon Air Force Mortuary Affairs approval, using local purchase procedures.
- 6.2.2. Flag Entitlement. A maximum of three flags is authorized for each deceased military member entitled to full mortuary benefits.
- Flags are provided by the preparing installation within the CONUS or the CONUS APOE mortuary.
 - The escort for the remains hand carries the flags.
 - Additional flags are not provided without prior approval from Air Force Mortuary Affairs.
- 6.2.2.1. The authorized recipients are as follows:
- The primary NOK (the person entitled to direct disposition of remains) receives one flag. This is the spouse if the decedent was married or a parent if not married.
 - The secondary NOK is usually the mother and father (if not primary). If the parents are married, they receive one flag together. If they are divorced, they receive one flag each. If a secondary NOK cannot attend the interment service, the mortuary officer mails the flag(s) and hardwood flag case(s) to their residence. Each flag is sent with a letter stating "This flag is offered by a grateful Nation in memory of the faithful service performed by your loved one. The continued sympathy of the Air Force is extended to you in your great loss."
- 6.2.2.2. Displaying the flag on the casket:
- *Do not* drape the flag on the shipping case during movement of remains. On arrival at the destination airport terminal, the escort immediately proceeds to the hearse, or if permitted, to the terminal area that receives the remains prior to release of the remains to the receiving funeral home. The escort immediately drapes the flag length-wise over the shipping case with the union placed over the left shoulder of the deceased.
 - If more than one flag is carried by the escort, the draped flag is removed on arrival at the funeral home or government cemetery and is retained for presentation to the secondary NOK. It is replaced with the additional flags, in turn, prior to the committal service. One flag remains draped on the casket for presentation to the primary NOK at the conclusion of the committal service.
- 6.2.2.3. Diagrams and instructions for draping, folding, and presenting the flag at graveside are provided in AFPAM 34-505, *Escorting Deceased Air Force Military Personnel*.
- 6.2.2.4. Flags for military retirees and veterans are provided by the Veterans Administration. The funeral director assisting the NOK obtains the flag from the local postmaster.
- 6.2.3. Each person entitled to receive an interment flag is also entitled to receive a hardwood flag case. (*NOTE:* This does not apply to retirees and veterans.) The installation providing the military funeral honors provides the appropriate number of hardwood flag cases and attaches the decedent's insignia and ribbons in the lid. (If cases came with a name plate, discard the plate). Present the flag case(s) at the place of interment.
- 6.2.4. Provide memorial register books at the installation arranged memorial service for a deceased active duty member. Following the service, give the book or send to the NOK, as appropriate.

6.3. S&R Supplies Procurement.

- 6.3.1. Use O&M funds to procure supplies to establish S&R kits or replenish supplies expended for S&R training.
- 6.3.2. Use mortuary funds to replenish supplies expended during an actual S&R event.
- 6.3.3. S&R supplies are listed in Chapter 1.
- 6.3.4. To request funds to replenish supplies, do the following:
- Send a routine precedence message to Air Force Mortuary Affairs listing the number needed, unit cost, and total cost for each item to be replenished.
 - Include DFAS-DE/WFDA and your MAJCOM on the message.
 - Identify the incident in which the S&R supplies were expended.

Chapter 7

CONTRACT MORTUARY SERVICES

7.1. Contracting for Mortuary Services:

- 7.1.1. CONUS Air Force activities arrange for mortuary services. Specifically, the contracting officer, in coordination with the mortuary officer, arranges for mortuary services in accordance with the *Defense Federal Acquisition Regulation Supplement* (DFARS) subpart 237.70, (48 Code of Federal Regulation (CFR) 237.7000-7004).
- Furnish annual requirements to the contracting officer to permit issuance of a solicitation and contract award prior to the beginning of the fiscal year.

- Every 2 years, Air Force Mortuary Affairs furnishes each Air Force activity with a copy of the Yellow Book. This publication includes the correct name, address, and phone number of CONUS funeral service establishments.
- Contract funeral directors prepare remains according to the prescribed Performance Work Statement (PWS) and Armed Services Specifications for Mortuary Services Contracts (Attachment 5).

7.1.2. Mortuary services are obtained by one of the following methods:

- Annual contract.
- Using a contract awarded by another installation (Air Force, Army, or Navy).
- Using a purchase order as required in individual cases (one-time purchase). If the contracting officer or authorized representative cannot immediately go to the place where death occurred, he or she telephones a funeral director at or near the place of death, and makes interim arrangements for mortuary services under this provision. However, the contracting officer should exercise caution to ensure that the necessary services are obtained at a fair and reasonable cost. Guidance regarding cost for such services, if desired, is obtained by contacting Air Force Mortuary Affairs, DSN 487-5806.
- In some cases, recovery and preparation is accomplished by a noncontract funeral home before the Air Force activity is notified or learns of the death. If the remains are then moved to a contract funeral home for reprocessing, dressing, casketing, and shipment or delivery to final destination, the mortuary officer who handles disposition of the remains advises the noncontract funeral home to submit a claim for services rendered. The claim, if reasonable, is paid by that activity. When you cannot determine the amount due the claimant, forward the claim to Air Force Mortuary Affairs for review and payment recommendation.

7.1.3. Contracting for Mortuary Services may be accomplished as follows:

7.1.3.1. Each fiscal year, the appropriate contracting officer contracts for mortuary services. The contract is processed and awarded according to pertinent acquisition directives, the PWS, and the completion of a preaward survey (PAS) according to the guide in Attachment 5, A5.11.

7.1.3.2. Only one contract for mortuary services is awarded in a given area to handle the remains of all deceased military personnel.

- Commanders considering the award of a contract should coordinate this action with other Air Force installations in the vicinity as well as nearby installations and activities of the other armed services, prior to issuing a solicitation.
- The installation with the largest potential need executes a contract for use by all nearby installations (within an agreed area of performance), unless local circumstances dictate the need for more than one contract.
- The contract specifies the area in which the contractor is required to provide mortuary services.
- Activities that have no contracting authority arrange for mortuary services, as required, through the nearest activity that holds such authority.

7.1.4. It is the policy of the Air Force to award contracts to fully qualified professional funeral directors. Therefore, the Air Force depends upon its contract funeral directors to provide professional services and mortuary supplies according to the PWS, the Armed Service Specification, Care of Remains of Deceased Personnel, Regular and Port of Entry Requirement, and any ensuing contract.

7.1.5. A team consisting of a contracting officer as chairperson, mortuary officer, and a third officer designated by the commander, conduct a PAS to evaluate the capability and responsibility of any contractor being considered for award.

7.1.6. When a member dies while away from his or her home installation, the mortuary officer of the nearest Air Force activity is responsible for arranging for mortuary services and for obtaining disposition instructions from the NOK.

7.1.7. If death occurs in the vicinity of an Army, Navy, or Marine Corps activity, the responsible Air Force mortuary officer requests the other service activity to arrange for preparation and shipment of the remains. Provide the other service activity the applicable Air Force mortuary fund citations for payment of services, supplies, and transportation furnished by the funeral director, and for reimbursement of interment expenses to the NOK.

7.2. Inspection of Remains, Casket, and Shipping Container (CONUS).

7.2.1. A licensed embalmer inspects remains after suitable time elapses to make certain the preservation and disinfection is uniform and complete.

7.2.2. The mortuary officer is responsible for the following:

- Expediting shipment of remains of deceased personnel.
- Ensuring required inspections of services and supplies are accomplished by himself or herself, or a qualified alternate.
- Ensuring the availability at all times, including Sundays and holidays, of qualified personnel to perform the inspections of services and supplies.
- Inspecting without delay so remains can be shipped as soon as possible.

7.2.3. The contract mortuary facility is responsible for the following:

- Dressing the remains in the clothing furnished or wrapping nonviewable remains that cannot be dressed.

- Ensuring satisfactory appearance, whether the remains are dressed or wrapped.
 - Holding remains, when necessary, for continued treatment until their condition is satisfactory.
- 7.2.4. Complete the data on the reverse side of DD Form 2063, **Record of Preparation and Disposition of Remains (Within CONUS)**, during inspections, as applicable.
- The contractor certifies that services and supplies furnished under the contract meet the specifications before delivery or shipment of the remains is authorized.
 - After conducting the final inspection and being assured by the contractor that the remains and supplies should be in a satisfactory condition at final destination, the contractor signs and dates the certification on DD Form 2063, and the mortuary officer signs the prescribed block.

Chapter 8

CASE FILE MAINTENANCE, RECORDS ADMINISTRATION, AND DISPOSAL

8.1. Maintaining and Closing the Mortuary Case File. The mortuary officer sets up a separate file for each deceased person. All records regarding care and disposition of the remains and personal property are placed in that file.

8.2. Required Mortuary Case File Documentation.

8.2.1. The following is considered record material:

- AF Form 57, **Mortuary Guide**.
- AF Form 140, **Cremation Authorization and Disposition of Cremains Request**.
- AF Form 166, **Authorization to Procure Civilian Clothing**.
- AF Form 656, **Clothing Request and Receipt Male/Female**.
- AF Form 697, **Identification Findings and Conclusions**.
- AF Form 969, **Request for Payment of Transportation Expenses for Deceased Dependent or Retiree and Retiree Dependents**.
- AF Form 970, **Statement on Disposition of Remains**.
- AF Form 1122, **Personal Property Inventory**.
- AF Form 1122a, **Personal Property Inventory (Continuation Sheet)**.
- DD Form 1375, **Request for Payment of Funeral and/or Interment Expenses**.
- AF Form 1801, **Postmortem Dental Record**.
- AF Form 1802, **Antemortem Dental Record**.
- AF Form 1803, **Dental Identification Summary Report**.
- AF Form 1946, **Honor Guard Checklist**.
- AF Form 1947, **Escort Report**.
- DD Form 2062, **Record of Preparation and Disposition of Remains (Outside CONUS)**.
- DD Form 2063, **Record of Preparation and Disposition of Remains (Within CONUS)**.
- DD Form 2064, **Certificate of Death (Overseas)**.
- DD Form 2065, **Disposition of Remains--Reimbursable Basis**.
- SF 1034, **Public Voucher for Purchases and Services Other Than Personal**.
- Department of the Army or Navy forms similar to and used in lieu of any of the above forms.
- Other written instructions for disposition of remains.
- Copies of purchase and delivery orders and paid vouchers.
- Order appointing escort.
- Order appointing Summary Court to dispose of personal property.
- Detailed chronological account of transactions of the Summary Court.
- All AUTODIN messages to and from: your activity, Air Force Mortuary Affairs, DFAS-DE/WFDA, and MAJCOMs.
- All payment documents, forms, and supporting documents.
- Travel orders, vouchers, and supporting documents for NOK travel.

8.2.2. Certificates of Death as follows:

- Outside CONUS, three copies of DD Form 2064 are prepared. Copy 1 accompanies the remains. Copy 2 is retained by the installation for record purposes. Copy 3 is provided to the parent service. The provisions of this paragraph implement the provisions of STANAG 2070 (NATO Standardization Agreement for Emergency War Burial Procedures).

- Within CONUS, installations comply with local requirements regarding completion and handling of death certificates. *NOTE:* DD Form 1300, **Report of Casualty**, is furnished to NOK and other relatives of all military personnel, Department of the Air Force Civilian (DAFC) employees who die outside CONUS, and DAFC employees in the CONUS when death was directly related to their employment. The DD Form 1300 is used in lieu of death certificate when proof of death is required for submission of claims. This precludes any requirement for the purchase of certified copies of death certificates at government expense.
- 8.2.3. Record of Preparation and Disposition (DD Forms 2062 [Outside CONUS] and 2063 [Within CONUS]).
- 8.2.3.1. DD Form 2063 is completed when remains are prepared by an Air Force contractor or mortuary within the CONUS.
- Forward the original to the Air Force Mortuary Affairs.
 - Retain a copy for the case file.
 - Send one copy each to the MAJCOM of the installation which authorized preparation of the remains and the contract funeral director.
- 8.2.3.2. DD Form 2062 is used for remains prepared by an Air Force contractor or a mortuary outside the CONUS.
- The preparing mortuary retains a copy.
 - Send the original with the remains to the CONUS APOE.
 - The APOE retains a copy of the completed form. Send the original to Air Force Mortuary Affairs and a copy to the command which prepared the remains.
- 8.2.3.3. For remains of Army, Navy, and Marine Corps personnel, forward a copy to the following parent service address:
- Army: Department of the Army Casualty and Memorial Affairs, CDR, PERSCOM (TAPC-PED-D), Alexandria VA 22331-0482.
 - Navy and Marine Corps: Department of the Navy, Bureau of Medicine and Surgery (BUMED), Attn: Med 332, 23rd E. St., N.W., Washington DC 20372-5120.
 - Coast Guard: US Coast Guard Commandant/GSP5, 2100 2nd Street, S.W., Washington DC 20850.
- 8.2.3.4. For local burials outside CONUS, complete three copies of DD Form 2062 for all remains prepared or processed by Air Force mortuaries or by an Air Force contractor.
- Forward the original to Air Force Mortuary Affairs with item 43 filled in to read *Disposition of remains was accomplished in (give geographical location)*.
 - Retain Copy 2.
 - Forward Copy 3 to the parent service.
- 8.2.4. Written and telephonic communications with NOK are required for the following:
- To confirm disposition instructions.
 - To confirm NOK desires to relinquish the right to disposition.
 - Any other communications relating to care and disposition of remains and personal property.
 - Memorandum of record documenting telephonic communications with NOK.
 - When a personal visit is practical, brief the NOK and obtain disposition instructions in writing.
 - When a personal visit is not practical, brief the NOK by telephone and document disposition instructions with a Memorandum for Record. Confirm the disposition instructions with the NOK by sending a confirmation letter to the NOK by an overnight express delivery service.

8.3. Records Administration and Disposal.

8.3.1. Cutoff, Retention, and Disposition of Records:

8.3.1.1. Records are cut off at the end of the calendar year in which disposition of the remains is made. They are retained for an additional 2 years, after which both temporary and permanent records regarding deceased Air Force personnel are disposed, transferred, or retired, as specified in AFMAN 37-139, *Records Disposition*, Tables 34-8 and 34-9.

8.3.1.2. Bases that provide military funeral honors retain the completed AF Forms 1946 for 4 years beyond the calendar year in which the honors were provided. The AF Form 1946 is destroyed after the retention period has been met for Veteran and Retiree honors. However, AF Forms 1946 prepared for active duty members are permanent record material and are disposed of as specified in AFMAN 37-139, Tables 34-8 and 34-9.

Chapter 9

REIMBURSABLE MORTUARY SERVICES AND SUPPLIES

9.1. Furnishing Supplies and Services on a Reimbursable Basis:

9.1.1. The sponsor (individual, agency, or firm) of a family member or other person who dies overseas, but who is not entitled to government burial, elects to either inter the remains overseas or to have them shipped to the United States. If the remains are to be shipped to the United States, the sponsor indicates the desired disposition option on DD Form 2065. This form goes with the remains from the place of death to the government mortuary for preparation and to the CONUS APOE mortuary for further disposition.

- The APOE mortuary reprocesses the remains and provides a casket and a shipping case for transport to destination. A funeral director in the locale of the APOE mortuary is selected and the remains are removed from the APOE mortuary for reprocessing, casketing, and mortuary services.
- The sponsor reimburses the government for all costs involved, except for transportation costs for military and civil service employee dependents.
- The sponsor directly pays for all expenses incurred by the funeral director.

9.1.2. Remains of infants and children casketed in an overseas government mortuary:

- Are shipped to the APOE mortuary for transshipment to a funeral home or direct to a government cemetery, as designated by the sponsor.
- Infant and child remains casketed by the overseas mortuary are cosmetized and dressed by that mortuary prior to shipment.

Remains casketed in an overseas government mortuary, which have to be returned to CONUS by commercial air for justified reasons, are shipped directly to final destination instead of the APOE mortuary. *NOTE:* If the sponsor has a dependent interred overseas, advise the sponsor that the Air Force will not pay for subsequent disinterment or transportation of the remains. Assistance for subsequent disinterment and shipment is requested from the Office of Overseas Citizens Services, Department of State, Washington DC 20520.

9.1.3. Expenses To Be Paid by the Sponsor (individual, agency, or firm) include the following:

- Embalming the remains.
- Wrapping remains in a blanket or plastic sheeting.
- Any charges incurred to comply with local laws or customs for persons other than dependents of military members and civil service (nonappropriated and appropriated fund) employees.
- Per diem and commercial transportation for a mortician to travel from a government mortuary to an outlying area for the sole purpose of preparing remains that must be handled on a reimbursable basis. *NOTE:* This expense is not charged if the preparation is done in addition to other unrelated primary duties performed by the mortician while in the area.

9.1.3.1. The APOE mortuary charge for reprocessing, casketing in a specification metal sealer or solid hardwood casket, cremation (including a specification solid bronze or solid walnut urn), shipping container, and cleaning and return of the transfer case, is at government expense for those persons entitled to transportation of the remains at government expense.

9.1.3.2. At the beginning of each fiscal year, the APOE mortuary officer advises the appropriate commands shipping remains to that APOE of the prices to be charged for the care of remains handled on a reimbursable basis.

9.1.4. Casket and outer shipping container costs for shipment of remains of infants and children to the CONUS.

- If an adult size (over 5 foot length) casket is required, the remains of children are returned to the CONUS aerial port in a transfer case.
- Children's caskets up to 5 feet long are procured from AAFES through a government mortuary facility, or through the Navy medical facilities.

9.1.5. Costs incurred on a reimbursable basis for Military Air Transportation to the CONUS APOE mortuary facility, and costs for return of the transfer case from the CONUS APOE to the appropriate overseas command, apply to US citizens and their dependents.

- Reimbursable expenses apply to contractor and DoD employees based on provisions of their contract.
- All resources expended and expenses incurred by the government, to include military and civilian labor costs and government motor vehicle costs, are reimbursable expenses.
- Elements of cost that are subject to reimbursement are prescribed in DoD Accounting Manual 7220.9, Chapter 26; AFR 177-102, *Commercial Transactions at Base Level*, Chapters 27 and 29; or other pertinent directives. These charges apply only to non-DoD personnel such as US citizens and their dependents.

9.2. Payment and Collection Actions.

9.2.1. The mortuary officer of the installation or mortuary arranging for care and disposition of the remains accomplishes DD Form 2065 and obtains supplies and transportation.

- Coordinates with the mortuary where the remains are prepared to ensure the proper amount of reimbursement.
- In some instances, there is no sponsor in the area to complete DD Form 2065. For example, the sponsor and his or her dependent are killed in a common accident or disaster, or the sponsor is not in the same geographical area where the dependent died. Make every effort locally to obtain reimbursement even though a DD Form 2065 cannot be accomplished.
- Promptly advise Air Force Mortuary Affairs of a case that cannot be resolved locally.
- Do not hold remains outside CONUS pending resolution of reimbursement problems.

9.2.2. Types of funds acceptable for payment of mortuary services and supplies are cash, cashiers' checks, bank drafts, certified checks, and personal checks. However, annotate personal checks with the printed name, grade, SSN, and organization or home address of the writer.

9.2.3. Deposit reimbursements collected for cost of mortuary services and supplies immediately with the servicing Accounting and Finance Office (AFO).

- Use DD Form 1131, **Cash Collection Voucher**, to credit the appropriation and project under which these costs were financed.
- When the sponsor elects the port to furnish services and supplies, APOE mortuary charges are deposited to the credit of the DFAS-DE Mortuary Account in the same manner.

9.2.4. The Mortuary Officer establishes accounts receivable files, implements methods of requesting payment, and processes delinquent accounts as prescribed in AFR 177-102.

9.2.4.1. Generally, the retained copy of DD Form 2065 constitutes the basis for accounts receivable file.

- AF Form 819, **Invoice or Claim**, is used as a billing document by the Air Force and is used to request reimbursement for mortuary services.
- Use a transit letter along with the AF Form 819.
- A copy of the reimbursement request document is attached to DD Form 2065 in the file.

9.2.4.2. Three requests for payment are made at 30-day intervals with the second and third request sent certified mail, return-receipt requested.

- Accounts not paid within 90 days of the original billing are sent to the servicing AFO according to AFR 177-102.
- Should you have any questions, contact your local Defense Accounting Officer.

9.2.4.3. Forms Prescribed.

AF-507, **Agreement for Burial**

AF-593, **Interment Record - Base Cemetery**

AF-697, **Identification Findings and Conclusions**

AF-946, **Air Force Mortuary Activity and Status Report (Overseas)**

AF-1801, **Postmortem Dental Record**

AF-1802, **Antemortem Dental Record**

AF-1803, **Dental Identification Summary Report**

DD-2062, **Record of Preparation and Disposition of Remains (Outside CONUS)**

DD-2064, **Certificate of Death (Overseas)**

PATRICK O. ADAMS, Brigadier General, USAF
Director of Services

GLOSSARY OF REFERENCES, ACRONYMS, ABBREVIATIONS, AND TERMS

References

DoD Directive 1300.15, *Military Funeral Support*, 30 Sep 85
 DoD Directive 1344.8, *Interment Allowance For Deceased Active Duty Personnel*, 25 Sep 78
 DoD Instruction 7220.9, *DoD Accounting Policy*, 22 Oct 91
 AAFP 34-2, *Air Force Community Service Programs*
 AFI 11-209, *Air Force Participation in Aerial Events*
 AFI 32-4001, *Planning and Operations*
 AFI 32-9001, *Acquisition of Real Property*
 AFI 32-9004, *Disposal of Real Property*
 AFI 34-242, *Mortuary Affairs Program*
 AFI 34-244, *Disposition of Personal Property*
 AFI 34-252, *Laundry, Dry Cleaning, and Linen Exchange*
 AFI 36-2605, *Air Force Military Personnel Testing System*
 AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*
 AFI 37-138, *Records Disposition - Procedures and Responsibilities*
 AFMAN 64-108, *Service Contracts*
 AFI 91-204, *Investigating and Reporting US Air Force Mishaps*
 AFMAN 23-110, Volume 2 CD, *USAF Supply Manual*
 AFPAM 34-505, *Escorting Deceased Air Force Military Personnel*
 AFMAN 37-139, *Disposition of Air Force Records - Records Disposition Schedule*
 AFPAM 91-211, *US Air Force Guide to Mishap Investigations*
 AFM 143-2, *State, Official, and Special Military Funerals*
 AFR 160-109, *Medical Investigation of Aircraft Mishap Fatalities*
 AFR 177-102, *Commercial Transactions at Base Level*

Acronyms and Abbreviations

ACO	Administrative Contracting Officer
AAFES	Army and Air Force Exchange Service
AFI	Air Force Instruction
AFIP	Armed Forces Institute of Pathology
AFMAN	Air Force Manual
AFO	accounting and finance officer
AFRES	Air Force Reserve
AFPD	Air Force Policy Directive
AMC	Air Mobility Command
ANG	Air National Guard
APOE	Aerial Port Of Entry
AQL	Acceptable Quality Level
AUTODIN	Automatic Digital Network
BNR	Body Not Recovered
BUMED	Bureau of Medicine and Surgery (NAVY)
BX	Base Exchange
CD	Compact Disk
CDR	Contract Discrepancy Report
CE	Civil Engineering
CONUS	Continental United States
DAFC	Department of the Air Force civilian employees
DCC	Digital Compact Cassette
DFAS	Defense Finance and Accounting Service
DGSC	Defense General Supply Center
DO	Director of Operations
DoD	Department of Defense
ID	Identification
ISO PREP	Isolated Personnel Report

MAJCOM	Major Command
MOU	Memorandum of Understanding
NCOIC	Noncommissioned Officer-in-Charge
NOK	Next of Kin
NSN	National Stock Number
OAFME	Office of the Armed Forces Medical Examiner
OIC	Officer-In-Charge
O&M	Operations and Maintenance
PAS	Preaward Survey
PCS	Permanent Change of Station
PERSCOM	Personnel Command (Army)
PWS	Performance Work Statement
QAE	Quality Assurance Evaluator
ROTC	Reserve Officer Training Corps
SAR	Search and Rescue
SIB	Safety Investigation Board
SOW	Statement of Work
S&R	Search and Recovery
SSN	Social Security Number
STANAG	Standard NATO Agreement
TA	Table of Allowance
TDY	Temporary Duty
US	United States
USAFA	United States Air Force Academy
XO	Executive Office
ZIP	Zone Improvement Plan

Terms

Accouterments. Those belongings worn on the person (such as jewelry, rings, watches, tie pins, and similar items).

Aerial Ports of Entry (APOE). Mortuary facilities staffed by licensed embalmers and funeral directors located at Dover AFB DE and Travis AFB CA. The staff reprocesses or prepares, dresses, caskets, inspects, and ships remains to destination. The staff also serves as the primary and alternate installation mortuary officers for local eligible deaths.

Burned. A remains exposed to heat resulting in first, second, or third degree burns.

Charred. A remains exposed to prolonged heat (fourth-degree burns) resulting in extensive loss of tissue and anatomical parts.

Commingled. The remains of two or more individuals whose anatomical structures are intermingled.

Contract Funeral Home. A facility engaged under contract to provide mortuary services in accordance with a statement of work.

Decomposed. A remains in an advanced state of putrefaction.

Dependents. Persons who are dependent on a military member or civilian employee (sponsors), for over half of their support. A dependent is one or more of the following: Spouse; unmarried children, stepchildren, and adopted children under 21 years old, unless they turned 21 while residing with the sponsor overseas, and have a return travel entitlement, or are over 21 and are mentally or physically challenged and unable to care for themselves; a parent, stepparent, adopted parent, or a person who stood in "Loco Parentis" for the sponsor, for at least 5 years when the sponsor was a minor; a parent-in-law who resides with the sponsor and is entitled to government funded return travel. *NOTE:* A stepparent-stepchild relationship is terminated by the divorce of the blood parent from the stepparent.

Disintegrated. A remains which has undergone extreme trauma and no longer has any resemblance to a human form. It has been reduced to many torn segments and fragmented portions.

Dismembered. A remains from which the head is decapitated, partially decapitated and/or any one or all upper and lower extremities or portions thereof have been traumatically separated from the torso.

Funeral Home or Mortuary. A facility designed and equipped to care for the dead.

Government Cemetery. A cemetery under the jurisdiction of the Federal government, such as state and national cemeteries.

Group Burial. The burial of remains that represent two or more persons who could not be individually identified.

Home. A person's legal or permanent residence.

Intact. A remains in which the head, torso, and all extremities are present and articulated.

Interment expenses. Costs incurred by the NOK at a funeral home, cemetery and/or crematory for disposition of remains.

Mutilated. A remains which has undergone severe disfiguring or distorting trauma.

NOK. The person most closely related to the deceased individual and is entitled to direct disposition of the remains.

Nonviewable Remains. A remains that has been extremely mutilated, severely burned or charred, or in an advanced stage of decomposition so that restoration to the known antemortem appearance by major restorative procedures is not possible. Examples of nonviewable remains include: "floaters", homicides, suicides, fatal injury cases involving extensive mutilation or disfiguration to the head and facial features; charred and burned viewable surfaces.

Outer Shipping Container. A wooden or lightweight protective container in which the casket is placed during commercial shipment. When a government contract funeral home is not used, the cost for this item is reimbursed to the NOK as a primary (funeral) expense. For eligible dependents and retirees, it is a remains transportation expense.

Preparation (embalming) of remains. The disinfection and chemical preservation of remains.

Primary NOK . Person having the highest priority for directing disposition among the next of kin.

Properly Admitted. The person was placed under treatment or observation in a military medical facility. Patients stay for at least overnight, and receive room, board, and continuous nursing care.

PWS. The Air Force requirements, specified in writing, for the care and handling of remains to include funeral home facilities, equipment, licensed personnel, motor vehicles, supplies, caskets, urns, hygienic practices, outer shipping containers, and transportation.

Receiving Funeral Home. A funeral home selected by the NOK to receive the casketed remains from the government for the funeral and interment services or other disposition.

Secondary NOK . Person having the second highest priority for directing disposition.

Shipping Installation. The installation that accomplishes the shipment or delivery of the remains to the final destination. This term applies to all CONUS installations, Elmendorf AFB, Alaska, and Howard AFB, Panama.

Skeletonized. A remains which has lost at least 90 percent of all soft tissue.

Specimen. A portion of remains that may have a relationship with others.

MILITARY HONORS PROCEDURES

A2.1. Troop Escorts. Troop escorts are furnished at the direction of the installation commander in the strengths indicated below for the following military personnel in the grades specified:

- General Officers. An appropriate command equivalent to a group.
- Colonels. An appropriate command equivalent to a squadron.
- Lieutenant Colonels or Majors. An appropriate command equivalent to two flights.
- Captains, Lieutenants, or Warrant Officers. An appropriate command equivalent to one flight.
- Aviation Cadets, Officer Candidates, and Airmen. One flight.

A2.1.1. Commanders of funeral troop escorts for military personnel indicated below are selected as follows:

- Officer: An officer of the same grade. (If an officer of the same grade is not available, the escort commander is of a grade directed by the installation commander.)
- Warrant Officer: Lieutenant or higher.
- Aviation Cadet or Officer Candidate: Lieutenant.
- Chief Master Sergeant, Senior Master Sergeant, Master Sergeant, Technical Sergeant, Staff Sergeant, or Sergeant: A noncommissioned officer of equal or higher grade.
- Senior Airman, Airman First Class, Airman, and Airman Basic: A noncommissioned officer.

NOTE: The Superintendent of the USAFA prescribes the composition and commander of the troop escort for an USAFA cadet when the death or funeral service occurs at the Academy. When death or funeral services occur at other places, the composition of the escort and its commander is the same as that prescribed for a lieutenant.

A2.2. Personal Salutes and Honors. The Air Force Officers indicated below are entitled to ruffles and flourishes, and music indicated. The appropriate general officer's flag is borne by an airman bearer.

- General: Ruffles and Flourishes (4), Music: General's March.
- Lieutenant General: Ruffles and Flourishes (3), Music: General's March.
- Major General: Ruffles and Flourishes (2), Music: General's March.
- Brigadier General: Ruffles and Flourishes (1), Music: General's March.

NOTE: Ruffles and Flourishes and music are rendered at the chapel before the casket is removed from the hearse and at the gravesite before the casket is removed from the hearse.

A2.3. Honor Guard Commander Responsibilities.

A2.3.1. The Honor Guard Commander in charge of a military funeral is responsible for the efficient operation of the entire military ceremony and the purely military functions of the funeral ceremony.

A2.3.2. Is not responsible for such functions as arranging for transportation for members of the family and friends of the deceased or for notifying civilians of the time and place of the funeral. These matters usually are taken care of by the funeral director. However, the family or the funeral director may be assisted in many tasks that are not purely military. The Honor Guard Commander works closely with the mortuary officer, the family, the funeral director selected to make the funeral arrangements, and if the deceased is to be buried in a government cemetery, the superintendent of the government cemetery.

A2.3.3. Duties of the Honor Guard Commander. Exclusive of the planning function, the duties of the Honor Guard Commander usually begin when the casket is brought to the chapel or gravesite and end when the military elements are marched away from the grave. Additional duties follow:

A2.3.3.1. Immediately upon being notified by the Base Mortuary Officer of a request for military funeral honors, the Honor Guard Commander or OIC advises the Mortuary Officer of the available equipment and personnel for the requested ceremony.

A2.3.3.2. Confer with the funeral director and/or superintendent of the government cemetery to coordinate on the honors proceedings. Often, the funeral director represents the family in the interview and knows the date and time for the interment service. However, if the information isn't available, ask the base mortuary officer to obtain and provide the following information at the earliest possible time:

- Name and location of the cemetery.
- Exact location of the gravesite.
- Time and date of the interment services, if this can be established or arranged at this time.

A2.3.3.3. After the above preliminary steps are taken, the Honor Guard Commander surveys the chapel or church as well as the actual gravesite and determines the routes of march and the most desirable positions for the formation of ceremonial elements. If a large military escort is to take part in the ceremony, the troop escort commander accompanies the Honor Guard

Commander on this reconnaissance to decide where the troops under his or her command will be positioned. A plan for the ceremony is then drawn up and prescribes the following:

- Place of assembly.
- Uniform to be worn.
- Positions for each element to take.
- Route of march.
- Detailed description of each function to be performed by each member of the military funeral party.

NOTE: A2.11., Honor Guard Checklist is helpful in preparing the plan. When the plan is completed, distribute it to the military elements of the funeral party.

A2.3.3.4. Depending upon the nature and extent of the ceremony, the Honor Guard Commander attends the funeral to supervise the military phases of the ceremony and assists in any way possible. He or she often performs in the ceremony in the position of OIC of the Honor Guard. This determination is made in conjunction with the Base Mortuary Officer.

A2.4. Conferring With NOK or Representative. After determining availability of personnel and equipment, the Mortuary Officer contacts the NOK or representative to make preliminary funeral arrangements. Since the wishes of the NOK are paramount, discuss funeral arrangements in detail.

- Find out where the funeral will be held.
- Determine the time and date of the funeral if possible. Keep in mind that the time and date of the funeral cannot be set nor should relatives come from a distance to attend services until it is known when the remains will arrive at final destination.
- Explain what equipment and personnel are available.
- Describe the type funeral which can be arranged.
- Advise the NOK that the firing party may be eliminated if they so desire.
- Determine whether the family wants an Air Force chaplain to conduct the funeral service or whether they will arrange for their own clergy.

A2.5. Instructing and Briefing Participating Personnel. The Mortuary Officer ensures:

- Personnel are instructed in the duties they are to perform (such as folding the flag, sounding taps, and serving as the firing party) so the ceremonies are conducted in a sharp, precise military manner.
- Personnel are instructed to conduct themselves at all times in a dignified and formal manner that reflects credit upon themselves and the Air Force. Smoking in the vicinity of the place the funeral is held is forbidden.

A2.6. Types of Funeral Ceremonies. Because so many variations of the basic ceremony are possible, no one ceremony can be prescribed that is appropriate for all military funerals. Nonetheless, base and MAJCOM Honor Guards follow and implement instructions and procedures contained in the training programs available to all Honor Guards (para 3.8).

A2.6.1. Although general guidance for the conduct of ceremonies is provided in this attachment, modifications and variations for such ceremonies are authorized if provided in a manner consistent with the procedures, practices, and intent contained in the Honor Guard training programs. When in doubt on the conduct of a unique or unusual ceremony, contact Air Force Mortuary Affairs at DSN 487-5806 or 1-800-531-5803.

A2.6.2. The need for variation in ceremonies is dictated by a number of factors. These factors are the physical layout of the area where the funeral is to take place, the persons and equipment that are available or required, and the specific desires of the NOK. For example, the military phase of the chapel service must be altered or eliminated if there is not sufficient space in the front of the chapel. If the chapel and gravesite adjoin, the funeral procession is not appropriate. Regardless of the variations required, the Mortuary Officer and Honor Guard Commander ensure the honors are always properly rendered by trained personnel in the prescribed proficient military manner.

A2.6.3. Variations in ceremonies are briefly described below and outlined in detail in the following paragraphs:

- The complete Air Force funeral has nearly all the traditions and ceremonies provided for in the complete Air Force funeral (Refer to A2.7).
- The complete ceremony less chapel service is conducted when the NOK has a private nonmilitary chapel service before the actual interment.
- The graveside service is conducted when the NOK does not want the chapel service.
- The standard Air Force funeral is a distinct and simplified chapel or graveside ceremony, or both, with a limited number of military personnel participating.

- The usual military funeral ceremony must be modified when remains are cremated. The extent of modification depends on whether the ceremony is conducted before or after cremation.
- When remains are shipped from an installation to some other place for disposition or interment, it may be desirable to conduct a military funeral ceremony prior to shipment.
- A memorial service is a service in honor of a deceased person.

Fraternal or patriotic organizations of which the deceased was a member may take part in the graveside service. The time and other pertinent details of their services is coordinated between the fraternal or patriotic organization representative and the officer-in-charge of the funeral.

A2.7. Complete Air Force Funeral. The complete Air Force funeral is conducted when all of the required persons and equipment are available and when desired by the family of the deceased. Usually, the complete funeral is conducted in the following three stages, but may be amended as needed.

- Chapel Service with the funeral service held in a church, funeral home, military chapel, or other building.
- Procession to the grave.
- Graveside service.

A2.7.1. In the chapel service, all persons take positions as indicated in figure A2.2.

A2.7.1.1. The family and friends and any honorary society or patriotic organizations are seated in the chapel (usually the right front pews).

A2.7.1.2. The honorary pallbearers form two facing ranks on opposite sides of the chapel entrance. They are positioned in the proper precedence of their rank (regardless of their present military status, active duty or retired) when they execute the proper facing movement and enter the chapel. The junior ranking person is in the front in the left file and the senior ranking person is the last in the right file.

A2.7.1.3. The color guard, escort, and band take their positions facing the chapel. They are positioned so they will be in the correct processional order when they execute the proper facing movement to march to the cemetery. The color guard forms on the extreme left flank, the troop escort to the color guard's right, and the band to the right of the troop escort. The band and the color guard dress on the troop escort. The pallbearers form in two ranks in front of the chapel entrance and face the road. The chaplain stands to one side of the two ranks of pallbearers. All honor guard elements except the color guard are given the command "At EASE". The color guard, at the time, executes the position of "Parade, REST".

A2.7.1.4. When the hearse appears, the escort commander brings the troop escort to "ATTENTION". At this command, all other military elements also come to "ATTENTION". When the hearse is parked, the door opened, and the casket released, the pallbearers step forward to remove the casket. At this moment, the escort commander brings the troop escort and color guard to "Present, ARMS". The drum major comes to the position of "Present, BATON". The band plays an appropriate air.

A2.7.1.5. The pallbearers remove the casket from the hearse and the honorary pallbearers execute the hand salute. The pallbearers, led by the chaplain, then carry the casket into the chapel through the aisle formed by the two facing ranks of the honorary pallbearers (figures A2.3. and A2.4.). The honorary pallbearers then come to "Order, ARMS" and execute the proper facing movement and follow the pallbearers into the chapel.

A2.7.1.6. When the last of the honorary pallbearers enter the chapel, the escort commander brings the escort to "Order, ARMS". The color guard and drum major come to the order at the same command. The band stops playing. The escort commander then brings the troop escort except the color guard to the position of "At EASE". While the band assumes the same position upon that command, the color guard executes the position of "Parade, REST".

A2.7.1.7. In the chapel, the pallbearers, preceded by the chaplain and followed by the honorary pallbearers, place the casket on the church truck and two pallbearers guide it down the aisle. The casket is placed in front of the altar in the position indicated by the officiating chaplain or clergyman (position of the casket depends on the religion of the deceased). The honorary pallbearers take their seats in the left front pews. The two pallbearers return to the vestibule of the chapel by a side or center aisle as appropriate (figure A2.5.). The pallbearers stand just inside the chapel entrance during the service.

A2.7.1.8. When the chaplain completes the funeral service, two pallbearers come forward and take their places as indicated in figure A2.6. They turn the casket so it will be in the correct position as they go out of the chapel. The Honor Guard Commander or his or her representative signals the honorary pallbearers to leave their pews and takes them to their positions on either side of the chapel entrance (figures A2.6., A2.7., and A2.8.). Led by the chaplain, the pallbearers carry the casket out of the chapel. The family and friends follow the casket, but stop and wait just inside the vestibule of the chapel.

A2.7.1.9. As soon as the honorary pallbearers appear at the chapel entrance, the escort commander brings the troop escort to "ATTENTION". The band and color guard come to "ATTENTION" at the same command. When the casket appears at the chapel entrance, the escort commander brings the escort to "Present, ARMS". The color guard comes to "Present, ARMS" at the same command. The drum major comes to the position of "Present, BATON". The band plays an appropriate air. The honorary pallbearers execute the hand salute at the moment the casket is carried past them.

A2.7.1.10. While the casket is being placed in the hearse, the chaplain may, if desired, change vestments. Otherwise, the chaplain takes a position generally similar to that shown in figure A2.2. The honorary pallbearers stay in their positions at either side of the chapel entrance (figure A2.8.).

A2.7.1.11. After the casket is placed in the hearse, the honorary pallbearers come to "ATTENTION" and take their place on either side of the hearse. The pallbearers form in two files behind the hearse, facing in the direction of MARCH. The chaplain takes his or her position in front of the hearse. The escort commander brings the troop escort to the order. The color guard and the drum major come to the order at the same command. The band stops playing when all elements are formed for the march.

A2.7.2. Procession to the grave, all elements form in the following order (figure A2.9.):

- Troop Escort Commander.
- Band.
- Troop Escort (if the troop escort consists of two or more flights, the color guard should be centered between the flights).
- Color Guard.
- Chaplain.
- Hearse flanked by two files of the honorary pallbearers marching in correct precedence of rank (that is, the senior preceding and marching to the right). The leading person in each file marches abreast of the front wheels of the hearse.
- Pallbearers formed in two files marching behind the hearse.
- Family of deceased, followed by friends and societies.

A2.7.2.1. When the procession forms and all honor guard elements are at the ORDER, the OIC or troop escort commander gives the command, "Forward, MARCH". The band plays appropriate music while the procession marches to the gravesite at a cadence ranging from 100 to 120 steps a minute. If the march is to be a long one, the procession is brought to a rest movement (30 inch steps) after the procession has marched a sufficient distance from the chapel. The command for this is "At Ease, MARCH".

A2.7.2.2. "At Ease, MARCH" is the command given as either foot strikes the ground. On the command of execution "MARCH", the honor guard is no longer required to retain cadence. However, silence and the approximate interval and distance are maintained. For funeral purposes, "Quick Time, MARCH" is the only other command that can be given while marching "At EASE".

A2.7.2.3. To change the direction of troop while marching "At Ease, MARCH", the commander informally directs the lead element to turn in the desired direction. Before precision movements are executed, the honor guard must resume marching in cadence. The honor guard automatically resumes marching at "ATTENTION" on the command "Quick Time, MARCH". The commander reestablishes the cadence by counting for eight steps.

A2.7.2.4. While marching "At EASE", the band does not play. When the procession nears the gravesite, the OIC or troop escort commander gives the command "Quick Time, MARCH" and the honor guard executes the remainder of the march in cadence.

A2.7.2.5. Vehicular elements form in the following manner:

(Personnel ride in vehicles as circumstances dictate.)

- Troop Escort commander.
- Band.
- Troop Escort.
- Color Guard.
- Honorary Pallbearers.
- Pallbearers.
- Chaplain.
- Hearse.
- Family of deceased followed by friends and societies.

A2.7.3. Graveside Service:

A2.7.3.1. The band, escort, and colors move immediately to their positions behind and facing the foot of the grave. The band stops playing prior to taking its place. The bugler who is to sound Taps then steps out of his or her position in the band and takes a position approximately 50 paces away from the grave. The firing party falls out from position in the troop escort and marches to a position approximately 50 paces from the grave and forms in a single rank in view of the family (so the NOK can see the firing of the volleys and not be startled by the gunfire).

A2.7.3.2. The honorary pallbearers take their position at "ATTENTION" in two ranks forming an aisle through which the casket will be carried (figure A2.10.).

A2.7.3.3. As the pallbearers remove the casket from the hearse, the escort commander brings the troop escort to "Present, ARMS". The firing party and color guard also come to "Present, ARMS" at this command. The drum major comes to the position of "Present, BATON". The band begins to play an appropriate hymn. The pallbearers led by the chaplain and the

funeral director or cemetery representative carry the casket to the gravesite through the aisle formed by the honorary pallbearers. When the band begins to play, the honorary pallbearers come to "Present, ARMS" and hold this position until the casket passes them. As soon as the casket passes, they execute "Order, ARMS" and the proper facing movement, and follow the casket to the grave. The family and friends follow the honorary pallbearers (figure A2.10.).

A2.7.3.4. The most appropriate time for the flyover is when the casket is being carried to the grave. Advise the commander of the Air Force installation furnishing the aircraft for the flyover in advance concerning the exact time the aerial escort should fly over the grave location. The Honor Guard Commander slows down or speeds up the tempo of various phases of the funeral in order to properly synchronize the time of the flyover.

A2.7.3.5. All persons take their places at the gravesite as indicated in figure A2.11 or in some other previously designated position. The pallbearers carry the casket to the grave and place it on the lowering device. As soon as the casket is placed, the escort commander brings the troop escort to "Order, ARMS". The firing party, honorary pallbearers, bugler, drum major, and color guard come to order at the same command. The band stops playing when the casket is placed over the grave. The escort commander then brings the troop escort, firing party, bugler, band, and color guard to "Parade, REST". The pallbearers then lift the interment flag from the casket and hold it taut, waist high, over the grave (figure A2.12). The chaplain then conducts the committal service.

A2.7.3.6. After the service is completed the chaplain steps back two paces or nods (predetermined signal) to indicate the service is completed. The troop escort commander or OIC then brings the troop escort from the position of "Parade, REST" to "ATTENTION". The honorary pallbearers, color guard, firing party, and band come to "ATTENTION" at the same command. He or she then commands: "Escort, Present, ARMS". At that command, the troop escort, honorary pallbearers, leader of the band, bugler, and color guard all execute "Present, ARMS". The drum major comes to the position of "Present, BATON".

A2.7.3.7. The NCOIC of the firing party then commands: Firing Party, Load. At the command load, each rifleman simultaneously executes a "Half Right, FACE", then executes "Port, ARMS". When executing "Port, ARMS", each rifleman automatically moves his or her right foot approximately 10 inches to the right. This position gives the rifleman a firm, steady stance for the firing of volleys.

- Each rifleman then loads the magazine or clip into the rifle, chambers a round, places the rifle on safe position, and retains the position. Again, all this is executed simultaneously and with precision.
- The NCOIC then gives the command, "READY" (figure A2.13). At that command, each rifleman simultaneously moves the safety to the fire position.
- The NCOIC then gives the command, "AIM". On that command, the riflemen simultaneously, from the "Port, ARMS" position, shoulder the rifle to a position with the muzzle out and to the front at about a 45 degree angle (figure A2.14).
- The NCOIC then gives the command, "FIRE". On that command, the riflemen simultaneously squeeze the trigger quickly and immediately return the rifle to "Port ARMS".
- If the riflemen have rifles that function automatically, (equipped with a blank adapter), the commands "AIM", "FIRE", are given by the NCOIC and are executed in the same manner for the second and third volleys as described above. However, if the rifles must be manually operated, a round is chambered individually for each of the three volleys. The NCOIC gives the commands, "READY", "AIM", "FIRE", each time. On the command "READY", the riflemen simultaneously chamber the next round. The commands "AIM" and "FIRE" are given and executed in the same manner as previously described.
- Once the third volley is fired and the riflemen resume the "Port, ARMS" (with feet together) position, the NCOIC commands, "CEASE FIRE", and the riflemen immediately place their rifles on the safe position. The riflemen immediately and simultaneously execute the position of "Order, ARMS" followed by executing a "Half Left, FACE", and then "Order, ARMS".
- The NCOIC gives the firing party the command "Present, ARMS". The riflemen and NCOIC (rendering a hand salute) maintain this position for the duration of the sounding of TAPS.

A2.7.3.8. Immediately after the third volley is fired, the bugler executes "Order, ARMS", raises the bugle and sounds TAPS. After sounding TAPS, the bugler executes a hand salute. Immediately after the last note of TAPS, the escort commander or OIC brings the escort to "Order, ARMS". The honorary pallbearers, firing party, bugler, color guard, and band leader come to "Order, ARMS" at the same command. The drum major comes to "Order, BATON". The bugler then returns to his or her position in the band.

A2.7.3.9. The pallbearers fold the flag in the prescribed manner (figure A2.16.) and hand it to the predetermined person who presents it to the NOK. The flag may be presented to the NOK by the escort that accompanies the remains of an active duty member, the chaplain or clergyman, or the funeral ceremonial team OIC or NCOIC. The flag is folded in place from the foot end of the casket toward the head end of the casket. The pallbearer at the head end of the casket and on the side where the NOK is seated is the last pallbearer to have possession of the flag. That pallbearer, after ensuring the flag is tightly folded and smoothed, then makes an appropriate left or right face. The pallbearer then presents the flag to the predetermined person

who is positioned directly in front of the pallbearer to receive the flag. The pallbearer, after giving the flag to the proper person, renders a slow hand salute, executes center face and resumes the position of attention.

A2.7.3.10. The person who presents the flag to the NOK executes the proper left or right face, walks, and stops directly in front of the NOK and presents the flag. In making the presentation, the presenter makes a statement on behalf of our government such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your loved one." After making the statement, the hardwood flag case should then be given to the NOK for encasement at a later time if so desired by the NOK. In inclement weather, just prior to the flag presentation, the flag is encased by the pallbearer and the presenter.

A2.7.3.11. After the flag presentation, the pallbearers and OIC or NCOIC execute the proper military movements, march away from the gravesite and join the troop escort at a predetermined location. The NCOIC of the firing party gives the necessary commands for the firing party to rejoin the troop escort. When all are ready, the escort commander or OIC gives the appropriate commands and all funeral ceremonial team elements move off at quick time. The band does not play while it is still within the cemetery. At the first halt, the firing party clears and inspects its rifles.

A2.8. VARIATIONS AND MODIFICATIONS OF FUNERAL CEREMONIES

A2.8.1. A complete ceremony, less chapel service, uses the same personnel and equipment as required for the complete funeral.

- All military ceremonial units assemble at a designated point (usually the cemetery gates) before the family and the hearse are scheduled to arrive. They stand "At EASE", positioned on line in front of the curb of the road or street along which the procession is to march, and facing the opposite curb. The troop escort, band, and color guard take position similar to those shown in figure A2.2. While the other elements execute "At EASE", the color guard executes the position of "Parade, REST".
- The hearse draws up to the left of the color guard facing the direction of the march. The honorary pallbearers assemble in two ranks to the left of the place the hearse will stop, facing in the same direction as the ceremonial elements. They are positioned so they assume the correct precedence of rank when they execute the appropriate movement to march to the grave site. The pallbearers assemble in two ranks to the left of the honorary pallbearers. The chaplain stands to one side of the pallbearers.
- When the hearse approaches, the escort commander brings the troop escort to "ATTENTION". All elements conform. As soon as the hearse is brought alongside the formation, the escort commander orders the troop escort to "Present, ARMS". At this command, the honorary pallbearers and color guard also come to "Present, ARMS". The drum major comes to the position of "Present, BATON".
- When the hearse stops in place, the escort commander orders the troop escort to "Order, ARMS". At the command, all elements conform. The two ranks of honorary pallbearers then execute the appropriate facing movement and march forward to both sides of the hearse. They halt when the person in each file is opposite the front wheels of the hearse. The pallbearers move to the rear of the hearse, forming two files facing the line of march. The chaplain moves to the front of the hearse.
- The escort commander then orders the troop escort to execute the proper facing movement. The band and colors execute the proper facing movement. The band and colors execute the movement at the same command. The escort commander gives the appropriate commands and the funeral procession moves off. The band plays appropriate music and the civilian cars take their places in the column behind the pallbearers.
- When the procession reaches the gravesite, the rest of the ceremony is conducted as described in A2.7.3.

A2.8.2. The graveside service, as part of the complete ceremony, uses the same personnel and equipment as required for the complete funeral.

- All military components of the ceremony are in place before the arrival of the hearse (figure A2.2.). The chaplain and the pallbearers stand at the place the hearse will park. The honorary pallbearers take their positions in two facing ranks forming an aisle through which the casket will be carried. All persons stand "At EASE", except the color guard who executes the position of "Parade, REST". When the hearse and funeral party approach, the escort commander brings the troop escort to "ATTENTION". All other persons conform at this command. When the hearse comes to a stop, the pallbearers step forward to receive the casket.
- The rest of the funeral is conducted as described in A2.7.3.

A2.8.3. Standard Air Force Funeral.

A2.8.3.1. A suitable chapel and graveside ceremony is conducted with a minimum number of personnel as follows:

- Six pallbearers.
- Firing party (seven airmen and one noncommissioned officer).
- Bugler.
- Chaplain.

- Color guard, if desired by NOK and within capability of installation concerned.

A2.8.3.2. Prior to the arrival of the hearse and family cars, the firing party, bugler, color guard, and pallbearers form two ranks in front of and facing the chapel. The Honor Guard Commander takes a position near the chapel entrance. The chaplain stands directly in front of the chapel.

A2.8.3.3. When the hearse arrives at the chapel, the OIC or NCOIC commands all funeral ceremonial team elements to the position of "ATTENTION" and then "Present, ARMS". This position is maintained until the hearse stops. After the hearse stops, the command is "Order, ARMS". The family and friends take their seats in the right front pews of the chapel.

A2.8.3.4. The pallbearers move in formation, under command of the OIC, NCOIC or senior airman pallbearer, to the rear of the hearse in preparation to remove the casket. The chaplain takes a position near the hearse.

A2.8.3.5. When all are in position, the NCOIC of the firing party commands the firing party, bugler, and color guard to "Present, ARMS". The pallbearers remove the casket from the hearse and, led by the chaplain, carry it into the chapel. As soon as the casket has been carried into the chapel, the NCOIC commands the firing party and bugler to "Order, ARMS", followed by the command, "At EASE", except the color guard, who maintains the position of "Parade, REST", for the duration of the religious service.

A2.8.3.6. In the chapel, the pallbearers, preceded by the chaplain, place the casket on the church truck and two pallbearers guide it down the aisle. They return to the vestibule of the chapel by the side or center aisle, as appropriate (figure A2.4). The pallbearers stand just inside the chapel entrance during the service (figure A2.5). The chaplain then conducts the funeral service.

A2.8.3.7. At the conclusion of the service, two pallbearers take their places as indicated in figure A2.6. They turn the casket so it will be in the correct position as they go out of the chapel. The pallbearers, led by the chaplain, carry the casket out of the chapel (figures A2.7 and A2.8). At first sight of the chaplain exiting the chapel, the NCOIC gives the firing party, bugler, and color guard the command, "ATTENTION", immediately followed by the command, "Present, ARMS". This position is maintained until the casket is placed in the hearse. The NCOIC then commands the elements to "Order, ARMS".

A2.8.3.8. At the graveside, the pallbearers form in two columns at each side or edge of the roadway, at center face ready and waiting to remove the casket from the hearse. The firing party positions itself approximately 50 paces away from, but facing, the grave where they can readily be seen by the family. The bugler places himself or herself a short distance from the firing party, if feasible, or some other location approximately 50 paces away from, but facing, the grave and yet visible to the family. The color guard places itself approximately 25 paces away from, but facing, the foot end of the grave, and yet readily visible to the family. All elements are in the position of "At EASE" until the hearse arrives, except the color guard who executes the position of "Parade, REST".

A2.8.3.9. When the hearse approaches, the NCOIC commands the elements to "ATTENTION". As the hearse is about to pass between the pallbearers, the OIC, NCOIC, or senior airman pallbearer commands the pallbearers to "Present, ARMS" until the hearse stops. The pallbearers are then given the command, "Order, ARMS" followed by the proper commands in removing the casket from the hearse. As soon as the removal of the casket from the hearse begins, the NCOIC commands all other elements to "Present, ARMS". The pallbearers, led by the chaplain, carry the casket to the gravesite and properly place the casket on the lowering device.

NOTE: It is customary, in many areas, to place floral contributions around the casket once it is placed on the lowering device. This practice can and does hamper the pallbearers' functions and performance. If this is the case, the Mortuary Officer should explain to the NOK and inform the funeral director, well in advance of the funeral date, that flowers are not to be placed around the casket at the gravesite. Either the funeral director accommodates the request or no military pallbearers are to perform. Be certain this is understood by the NOK so as to preclude any embarrassment to the US Air Force.

A2.8.3.10. When the casket is positioned on the lowering device, the NCOIC or leaders of each element give the command, "Order, ARMS". The pallbearers then grasp and lift the flag from the casket and hold it taut over the casket at waist height. At that time, the firing party, bugler, and color guard elements are given the command, "Parade, REST" and remain in that position for the duration of the religious service. The chaplain then conducts the religious service.

A2.8.3.11. When the chaplain finishes the religious service, he or she steps back two paces to indicate the completion of the service. Either on that cue or a predetermined nod from the OIC or NCOIC, the firing party, bugler, and color guard elements are commanded "ATTENTION" or "Order, ARMS", as appropriate. This is immediately followed by the bugler and color guard executing the position of "Present, ARMS".

- The firing party executes the firing of volleys and, on completion, return to their original position facing the grave. At "Order, ARMS", the firing party executes "Present, ARMS" while the bugler sounds TAPS.
- As soon as the last volley is fired, the bugler executes "Order, ARMS", raising the bugle, and sounding TAPS. At the conclusion of TAPS, all elements are given the command "Order, ARMS".
- The pallbearers fold the flag and give it to the predetermined recipient.
- After the flag presentation, the pallbearers and OIC or NCOIC execute the proper military movements, march away from the gravesite and join the other participating elements at a predetermined location. The NCOIC of the firing party commands the firing party and bugler to rejoin the pallbearers and color guard. When all are ready, the OIC or NCOIC

of the funeral ceremonial team gives the appropriate commands and all elements move off at quick time and proceed to the assembly point. When halted near the military vehicle, the firing party clears and inspects its rifles.

A2.8.4. The ceremony before remains are cremated may be altered to accommodate the standard Air Force funeral. A chapel service and procession to the crematory are conducted if the ceremony takes place before the remains are cremated. Usually, the firing of volleys and sounding of TAPS are omitted.

A2.8.4.1. When the procession reaches the crematory, the procession is halted. All funeral ceremonial team elements face the entrance to the crematory at the command of the OIC or escort commander. The honorary pallbearers form in a column of twos, in a center face position at the entrance to the crematory in the correct order as indicated in figures A2.2. and A2.3.

A2.8.4.2. The moment the pallbearers remove the casket from the hearse, the OIC or escort commander gives all elements the command "Present, ARMS". At that same command the drum major executes the position of "Present, BATON". The band plays an appropriate solemn air. The pallbearers, preceded by the chaplain, carry the casket into the crematory. As the casket is carried past them, the honorary pallbearers execute "Order, ARMS", execute a right or left face appropriate and follow the casket into the crematory.

A2.8.4.3. As soon as the casket is carried into the crematory, the OIC or escort commander gives the troop escort and color guard the command "Order, ARMS". The drum major also executes "Order, ARMS" upon that command. The band stops playing. The OIC or escort commander then gives all elements except the color guard the command "At EASE". The color guard executes the position of "Parade, REST". The elements stay in that position until the chaplain, honorary pallbearers, and active pallbearers have emerged from the crematory and have taken their positions in the formation.

A2.8.4.4. The flag folding and presentation varies in this situation. The specific ceremony, location, and clergy officiating dictate when and where this is accomplished. If there are no further or additional services for the decedent concerned, it is appropriate for the pallbearers to fold the flag that drapes the casket for ultimate presentation. This is done just prior to entry into the crematory or after the casket is carried into the crematory, as space permits. Regardless of where it is done, the pallbearers fold the flag in the prescribed manner (figure A2.16.). If the flag is folded prior to the casket being carried into the crematory, a flag bearer is needed to receive and retain the folded flag for the duration of the ceremony. Otherwise, the folded flag is carried out of the crematory by the senior airman pallbearer. This flag is ultimately presented to the NOK by the responsible Mortuary Officer.

A2.8.4.5. Once all elements are in their respective positions in the formation, the OIC or escort commander gives all elements the command, "ATTENTION". He or she then gives the appropriate commands in guiding and directing all elements in marching away from the crematory in quick time. The band plays a brisk, lively march when the procession clears the immediate vicinity of the crematory.

A2.8.5. FUNERAL SERVICE CONDUCTED AT CREMATORY. This procedure may be altered to accommodate the standard Air Force funeral. If the cremains are to be entombed in a columbarium, the rifle volleys and sounding of TAPS are accomplished at the crematory.

A2.8.5.1. When the procession reaches the crematory, the OIC or escort commander gives the command HALT. The honorary pallbearers take their positions in a column of twos in a center face position at the crematory entrance as indicated in figures A2.2 and A2.3. The active pallbearers position themselves on each side of the drive, in a center face position, and wait for the funeral director to open the hearse door. The other elements take positions in relation to the catafalque similar to the positions they would occupy in relation to a gravesite (figure A2.11.).

A2.8.5.2. When all elements are in position, the OIC or escort commander gives the command, "Present, ARMS". Upon this command, the honorary pallbearers, firing party, color guard, and bugler execute "Present, ARMS". The drum major executes the position of "Present, BATON". The band begins to play. The pallbearers remove the casket from the hearse and carry it to the catafalque in front of the crematory entrance.

A2.8.5.3. When the casket is placed on the catafalque, the pallbearers take one step backward and execute "Present, ARMS". The band stops playing. The band leader then "Presents, ARMS" and the drum major stays in the position of "Present, BATON". The escort commander, or NCOIC of the firing party, then commands the firing party to "Order, ARMS". He or she then gives the command, "Firing Party, LOAD". The volleys are fired. After the third volley is fired, the bugler executes "Order, ARMS", raises the bugle and sounds TAPS. The firing party and NCOIC, following the third volley, return to their original position facing the crematory. At "Order, ARMS", the firing party executes "Present, ARMS". The NCOIC renders a hand salute and stays in that position for the sounding of TAPS. The OIC or escort commander executes the hand salute. Immediately after TAPS are sounded, the pallbearers execute "Order, ARMS" and, preceded by the chaplain, carry the casket into the crematory through the two center face columns of honorary pallbearers. As the casket is carried past the honorary pallbearers, they execute "Order, ARMS", execute left or right as appropriate, and follow the casket into the crematory. The family, societies, and friends follow along in that sequence.

A2.8.5.4. When the casket is carried into the crematory, the escort commander comes to "ATTENTION" and commands the troop escort to "Order, ARMS". The firing party, color guard, band leader, and drum major execute "Order, ARMS" upon that same command. The firing party then joins the troop escort at the command of the NCOIC, and the bugler marches into position in the band formation. The OIC or escort commander then gives the command "At EASE", at which time all funeral

ceremonial team elements except the color guard execute that position. The color guard executes the position of "Parade, REST".

A2.8.5.5. Inside the crematory, the duties of the chaplain and pallbearers are governed by whether or not a funeral service is conducted before the remains are turned over to the crematory officials. If such a service is conducted, upon completion of the service, the pallbearers fold the flag and hand it to the predetermined recipient.

A2.8.5.6. The chaplain, pallbearers, and honorary pallbearers then join the other funeral ceremonial team elements and all march away from the crematory at quick time. If the service inside the crematory is to be excessively long, the troop escort, band, and color guard are marched away immediately after the casket is carried into the crematory.

A2.8.6. Funeral services for cremated remains include the chapel service, the procession to the grave, and the graveside service. All are conducted in similar fashion to the complete military funeral, except as follows:

A2.8.6.1. If there is a ceremony conducted prior the cremation wherein the flag or flags that draped the casket were folded for ultimate presentation to the primary and secondary NOK, as appropriate, no pallbearers are required. However, a maximum of four persons perform as flag bearers, one for each of the folded flags presented, and another person as urn bearer. On the other hand, if there was no ceremony conducted prior to the cremation, the same personnel and equipment are required as for the complete funeral with the exception of the six pallbearers. Instead of pallbearers, five of those persons perform the role of flag bearers, and the sixth person is the urn bearer. The flag bearers and urn bearer assume the positions usually occupied by the pallbearers.

A2.8.6.2. When the vehicle conveying the urn and bearer arrives at the chapel, the urn bearer carries the urn into the chapel. The leading flag bearer marches abreast of and to the right of the urn bearer and carries the folded flag. The other flag bearers (do not possess flags but will be flag folders) march in columns of two behind the urn bearer and flag bearer. The chaplain leads the procession.

A2.8.6.3. Inside the chapel, the urn is placed on a small stand or table in front of the chancel and the folded flag is placed beside the urn. The urn and flag bearers then take their seats on the left side of the chapel.

A2.8.6.4. After the chaplain completes the service, the urn bearer and flag bearers escort the cremains out of the chapel as shown in figure A2.15.

A2.8.6.5. At the graveside, the ceremony is conducted generally as described in paragraph A2.7.3., except when the flag has been folded at a previous ceremony. After TAPS are sounded, the folded flags are presented to the primary and secondary NOK, as appropriate. During the ceremony, the flag bearer holding the flag stands abreast of and to the right of the urn bearer with the remaining flag bearers behind them. Once the urn bearer places the urn on the lowering device at the grave, he or she then joins the flag bearers in unfolding the flag and holding it taut, waist high over the grave.

A2.8.6.6. After the committal service is completed, the volleys fired, and TAPS sounded, the flag is refolded for presentation to the proper recipient.

A2.8.7. Ceremonies held prior to shipment of remains include a chapel service and procession and are conducted in a manner similar to the procedure prescribed in paragraphs A2.7.1 and A2.7.2. Usually, the firing of volleys and the sounding of TAPS are omitted.

A2.8.8. A chapel memorial service for remains not recovered is conducted with the following personnel:

- Chaplain
- Flag Bearer
- Color Guard.
- Bugler
- Firing Party (if service is conducted in a cemetery)
- OIC or NCOIC

A2.8.8.1. The chaplain, flag bearer (carrying the folded memorial flag), and color guard move down the aisle, respectively, to the chapel. When they reach the chapel entrance, the flag bearer places the flag on a table provided for that purpose, steps back, and moves smartly out of the chapel. The United States flag bearer and one guard proceed to the right and the Air Force flag bearer and one guard to the left. They come to a position facing the center aisle. The religious services are then conducted.

A2.8.8.2. At the conclusion of the religious services, the chaplain steps forward and lifts the folded flag from the table. At this time, the Air Force flag is dipped in salute, the two color guards render a hand salute if they bear side arms or execute "Present, ARMS" if they bear rifles. The bugler, positioned just outside the chapel, now sounds TAPS.

A2.8.8.3. At the conclusion of TAPS, the chaplain presents the flag to the NOK or to another predetermined person who, in turn, presents the flag to the recipient. The chaplain then takes a position beside the pulpit. At this time, members of the color guard move from their positions toward the aisle. Upon converging, the movement is coordinated so the United States flag is on the right with the Air Force flag to its left. The color guard with the chaplain following, moves to the center and down the aisle and out of the chapel. This concludes the service.

A2.8.9. A GRAVESIDE MEMORIAL SERVICE

A2.8.9.1. At the graveside, the firing party positions itself approximately 50 paces away from but facing the grave where they can readily be seen by the family. Ensure the rifles are not aimed directly at the family in firing the volleys. The bugler is positioned about 50 paces from the grave. If conditions permit, the bugler is placed a short distance from the firing party, readily visible to the family. The color guard positions itself approximately 25 paces away from but facing the grave in the vicinity of the foot end of the grave, making themselves visible to the family. The flag bearer, holding the memorial flag, stands facing the table provided for placement of the flag. Once all funeral ceremonial team elements are in position, the OIC or NCOIC gives the command "At EASE", and all elements except the color guard simultaneously execute that position. The color guard at the time executes the position of "Parade, REST".

A2.8.9.2. When the vehicle conveying the family is observed approaching the grave, the OIC or NCOIC commands all elements to the position of "ATTENTION". At this time, the flag bearer places the flag on the stand, takes two paces back and assumes the position of "ATTENTION". Once the family is in position and has taken their places, the OIC or NCOIC commands the firing party, bugler, and color guard to "Parade, REST".

A2.8.9.3. The chaplain then conducts the service. When the chaplain finishes, he or she steps back two paces to indicate the completion of the service. Either on that cue or a predetermined nod from the OIC or NCOIC, the firing party, bugler, and color guard elements are then given the command "ATTENTION" or "Order, ARMS", as appropriate. This is immediately followed by the bugler and color guard executing the position of "Present, ARMS".

A2.8.9.4. The firing party fires the volleys, and upon completion, return to their original position, facing the grave. At "Order, ARMS", the firing party executes "Present, ARMS" and the NCOIC renders a hand salute while the bugler sounds TAPS.

A2.8.9.5. As soon as the last volley is fired, the bugler executes "Order, ARMS", raises the bugle, and sounds TAPS. After sounding TAPS, the bugler executes a hand salute. Immediately after the last note of TAPS, the OIC or NCOIC gives all elements the command, "Order, ARMS".

A2.8.9.6. All elements remain in the position of "ATTENTION". At this time, the flag bearer takes two paces forward, picks up the memorial flag, and gives the flag to a predetermined person or presents the flag to the proper recipient.

A2.8.9.7. After the flag is presented, the flag bearer goes to a position behind the OIC or NCOIC. At that time, the OIC or NCOIC gives the appropriate commands and all elements of the funeral ceremonial team march off at quick time and rejoin at a predetermined location to create one formation. From that point, the honor guard marches as a unit to the assembly point, where the firing party clears and inspects its rifles. This concludes the service.

A2.9. Special Provisions and Detailed Instructions for Persons Taking Part in Military Funerals. The Honor Guard commander prepares a ceremonial plan and serves as the guide for persons taking part in the funeral. These instructions are based on the complete funeral as prescribed in paragraph A2.7. Make changes in these instructions, as appropriate, when the basic ceremony is modified. Base and major command (MAJCOM) Honor Guards implement and follow instructions and procedures contained in the training programs available to all Honor Guards (Chapter 3, para 3.8). Although general guidance in the conduct of ceremonies is provided in this attachment, the conduct of such ceremonies, including any and all modifications, is executed in a manner consistent with the procedures, practices, and intent contained in the Honor Guard training programs. When in doubt on the conduct of a unique or unusual ceremony, contact HQ AF Mortuary Affairs, DSN 487-5806, for assistance and guidance.

A2.9.1. The interment flag drapes the casket throughout the service. Immediately after the sounding of TAPS, the pallbearers fold the flag in the prescribed manner.

- The flag is presented to the NOK by the escort (who accompanies the remains of an active duty member), the officiating chaplain, the funeral ceremonial team OIC or NCOIC. Regardless of who presents the flag to the NOK, the transfer of the flag from the last pallbearer at the head end of the casket and on the side of the grave where the NOK is seated to the person who will in fact present the flag to the NOK must all be predetermined.
- There may be more than one flag presented at the conclusion of the interment service. Present flags uncased and give the cases to the recipients immediately after presenting the flags. If the weather is inclement, encase the flags for presentation to prevent exposure of the flags to the elements. Details regarding flags and flag resources are contained in Chapter 6.

A2.9.2. All base and MAJCOM Honor Guard members wear the standardized Honor Guard uniform (Chapter 3, para 3.7.), without exception. Obtain any change or waiver to existing policy from HQ USAF/DP, Washington DC.

A2.9.3. The mourning band consists of a straight band of black crepe or plain black cloth four inches wide. It is worn around the left sleeve above the elbow.

- Air Force members participating in a military funeral, except members of the troop escort, are not permitted to wear mourning bands. The MAJCOM commander concerned determines if members of the troop escort may wear them. This authority cannot be delegated below the numbered Air Force level.
- Air Force members attending a military funeral, but not participating, may wear the mourning band, if they desire.

A2.9.4. THE CHAPLAIN. The chaplain takes a position directly in front of the chapel entrance.

- The chaplain does not wear head gear during the ceremony except in inclement weather or where religious rites prescribe a head covering.
- Leads the pallbearers and casket into the chapel.
- Conducts the chapel service.
- Precedes the casket out of the chapel.
- Retires to the vestry of the chapel to remove his or her vestments while the casket is being placed in the hearse.
- Precedes the hearse in the funeral procession.
- On arrival at the gravesite, steps out of the procession at the entrance to the gravesite and waits until the band, escort, and colors are in position at the gravesite. When the pallbearers lift the casket from the hearse, the chaplain, if not in uniform, removes headdress and holds it over the left breast. The chaplain precedes the casket to the gravesite, marching between the two facing ranks of honorary pallbearers at the entrance to the gravesite.
- Stands at the head of the grave. When everyone is in position, conducts the committal service. At the end of the service, takes two steps backward or nods to indicate completion of the service.
- If presenting the flag, makes an appropriate statement on behalf of the government such as "This flag is offered by a grateful Nation in memory of the faithful service performed by your loved one."
- Stays behind to assist the family, if required.

A2.9.5. During the military honors, the drums are muffled and covered with black crepe or thin black serge. The baton of the drum major is customarily draped in black. A large bow of black crepe is tied where the ball joins the staff.

A2.9.5.1. The band assembles in front of the chapel and stands "At EASE" until the hearse appears. It forms facing the chapel to the right of the entrance on line with colors, escort, and firing party as shown in figure A2.2. When the hearse appears, the band is brought to "ATTENTION". When the pallbearers lift the casket from the hearse and the troop escort is brought to "Present, ARMS", the drum major assumes the position of "Present, BATON". The band plays an appropriate air. The band continues playing until the casket is carried into the chapel.

A2.9.5.2. During the chapel service, the band stays in position and "At EASE".

A2.9.5.3. When the casket is carried out of the chapel, the band is brought to "ATTENTION". The drum major assumes the position of "Present, BATON". The band begins to play an appropriate air at the moment the casket appears at the chapel entrance. It continues to play while the casket is carried to the hearse. The band stops playing when the casket has been placed in the hearse.

A2.9.5.4. When the procession moves off, the band positions immediately behind the troop escort commander. The band plays slow, solemn music when the funeral procession moves off. Field music may alternate with the band playing. If the distance to the cemetery is great, the procession moves in quick time "At EASE" until it reaches the vicinity of the grave after the procession has moved from the general vicinity of the chapel. The band does not play while the procession is marching at quick time.

A2.9.5.5. When the procession reaches the general vicinity of the grave, the marching pace is slowed again, and the band resumes playing.

A2.9.5.6. The band takes its place facing the grave in line with the escort as indicated in figure A2.10. The band plays an appropriate solemn air from the time that the pallbearers lift the casket from the hearse until it is placed over the grave. The drum major assumes the position of "Present, BATON". When the casket is placed over the grave, the band stops playing and comes to "Parade, REST".

A2.9.5.7. When the troop escort is brought to "ATTENTION" prior to the firing of volleys and the sounding of TAPS, the band comes to "ATTENTION" at the same command. The band leader executes the hand salute and the drum major comes to the position of "Present, BATON" while the rifle volleys are fired and TAPS sounded.

A2.9.5.8. When the services are over, the commander of the troop escort commands the band and troop escort to move off in quick time. At a suitable distance from the grave, the band plays a lively tune as the ceremonial elements return to the dispersal point.

A2.9.6. TROOP ESCORT AND FIRING PARTY. The troop escort assembles in front of the chapel and stands "At EASE" until the hearse appears. It forms facing the chapel on line with the colors and the band as shown in figure A2.3.

A2.9.6.1. When the hearse appears, the troop escort is brought to "ATTENTION". When all is ready for the pallbearers to remove the casket from the hearse, the escort is brought to "Present, ARMS".

A2.9.6.2. After the casket is carried into the chapel, the troop escort is brought to order and permitted to stand "At EASE".

- When the casket is carried from the chapel, the troop escort is called to "ATTENTION" and then brought to "Present, ARMS". The troop escort stays in this position while the casket is being placed in the hearse.
- When the casket is placed in the hearse, the troop escort is brought to order. The troop escort commander then gives the proper facing command, takes his or her position in front of the band, and marches to the cemetery.

A2.9.6.3. At the graveside, the troop escort is positioned by the troop escort commander in line with the band facing the grave as indicated in figure A2.10. The firing party is marched off from the troop escort to a position approximately 50 paces

away from the grave where the family can see the firing of the volleys. The firing party executes all commands with the troop escort except when specifically indicated otherwise.

A2.9.6.4. At the moment the pallbearers lift the casket from the hearse, the troop escort is brought to "Present, ARMS". They stay in this position until the casket is placed over the grave. When the casket is placed over the grave, the troop escort is called to order and brought to "Parade, REST". All members of the escort stand in this position until the chaplain completes the committal service.

A2.9.6.5. When the service is concluded:

- The escort is brought to "ATTENTION", then to "Present, ARMS".
- The firing party fires three volleys.
- After the last note of TAPS is played, the troop escort and firing party are brought to order. The firing party then rejoins the troop escort. The troop escort moves off behind the band.
- At the first halt, the firing party clears and inspects their rifles.
- When there is no troop escort other than the firing party, the firing party will perform the functions prescribed for the escort as well as their own normal functions.

A2.9.7. COLOR GUARD. The color guard takes its position at the chapel as indicated in figure A2.2.

- When the hearse appears, the color guard is brought to "ATTENTION" and the color guard comes to "Present, ARMS" with the troop escort.
- After the casket is carried into the chapel, the color guard comes to order and executes "Parade, REST" for the duration of the religious service.
- When the casket is carried from the chapel, the color guard comes to "ATTENTION" with the troop escort. The color guard then comes to the position of "Present, ARMS" with the escort and stays in this position until the casket is placed in the hearse.
- When the casket is placed in the hearse, the color guard comes to order with the escort. The color guard is given its facing position by the troop escort commander and marches to the cemetery between the flights, if more than one flight takes part, or between the chaplain and troop escort if only one flight is participating.
- At the gravesite, the color guard takes its position in line with the band and troop escort as indicated in figure A2.11.
- At the moment the pallbearers lift the casket from the hearse, the color guard comes to the position of "Present, ARMS" with the escort. They stay in this position until the casket is placed over the grave.
- When the casket is placed over the grave, the color guard comes to order with the troop escort. The color guard then comes to the position of "Parade, REST" with the escort until the committal service is concluded.
- When the committal service is completed, the color guard comes to "ATTENTION" with the troop escort. The color guard then executes "Present, ARMS" with the troop escort and holds that position until the troop escort is brought to order, when they also come to order. The color guard marches off from the grave with the band and the troop escort in quick time.

A2.9.8. The pallbearers assemble directly in front of the chapel entrance.

- When the troop escort is brought to "ATTENTION", the pallbearers remove the casket from the hearse and, following the chaplain, carry the casket feet first into the chapel, passing through the aisle formed by the two facing ranks of honorary pallbearers.
- In the chapel, the casket is placed on the church truck and two pallbearers guide the casket to the front of the chapel (figure A2.5.). The pallbearers stand just inside the chapel entrance during the service.
- When the chapel service is over, the pallbearers carry the casket out of the chapel feet first (figures A2.7. and A2.8.) and place it in the hearse.
- In the funeral procession, the pallbearers march in two files immediately behind the hearse. When the procession reaches the entrance to the cemetery and the band, colors, and escort take their positions at the graveside, the pallbearers lift the casket from the hearse and carry it to the gravesite.
- At the gravesite, the pallbearers place the casket on the lowering device and remove the interment flag from the casket, holding it over the grave, waist high. The flag is held taut so that it does not sag over the casket during the service.
- At the conclusion of TAPS, the pallbearers fold the flag (figure A2.16.) and present it to the chaplain or previously selected person for presentation to the NOK. They then march off from the gravesite.

A2.9.9. The honorary pallbearers take positions in front of the chapel entrance in two facing ranks, as indicated in figure A2.13.

- On arrival of the hearse, they come to "ATTENTION". When the pallbearers start to remove the casket from the hearse, the honorary pallbearers execute the hand salute. When the casket is carried between the facing ranks they come to order, execute the appropriate facing movement, fall in behind the casket, and enter the chapel in two files, the junior rank preceding the senior rank and marching to the right.

- In the chapel, they take places in the left front pews as indicated in figure A2.5. When the chapel service is over, they take positions in front of the chapel in two facing ranks, forming an aisle through which the casket is carried by the pallbearers, preceded by the chaplain. As the casket is carried past them, they execute the hand salute. They stay in this position until the casket is placed in the hearse, when they come to order.
- If the funeral procession rides in cars to the cemetery, the honorary pallbearers ride in cars immediately behind the color guard. If they march, they march in two files on either side of the hearse, the senior preceding and marching to the right. The leading member of each file marches opposite the front wheels of the hearse.
- When the procession reaches the entrance to the gravesite, the honorary pallbearers take positions on either side of the entrance. As the pallbearers lift the casket from the hearse, the honorary pallbearers execute the hand salute.
- When the band begins to play, they come to "Present, ARMS", and hold this position until the casket passes them. As soon as the casket passes, they execute "Order, ARMS" and the proper facing movement and fall in behind the casket, marching to the gravesite in correct precedence of rank, senior to the right and to the front.
- At the gravesite, they stand in line behind the chaplain at the head of the grave or in another previously designated position. The senior stands to the right and the junior to the left (figure A2.11.). They execute the hand salute during the firing of volleys and the sounding of TAPS.
- Hats are removed only during prayers.

A2.9.10. The family arrives at the chapel before the hearse and is seated in the right front pews of the chapel (figure A2.2.). When the chapel service is over, family members follow the casket down the aisle until they reach the vestibule of the chapel, where they wait until the casket is carried outside and placed in the hearse.

- When the procession is ready to form, members of the family take their places in the procession immediately behind the pallbearers (figure A2.9.).
- When the procession arrives at the gravesite, the members of the family wait in their cars until the funeral director opens the car door to escort them to the gravesite. This is necessary to allow the band, escort, and colors to take their positions at the grave, and for others behind the family to park their cars and come forward.
- The members of the family are escorted to their positions for the funeral service at the site of the grave by the funeral director (figure A2.10.).
- When the graveside ceremony is completed, the interment flag is presented to the NOK entitled to direct disposition of the remains.
- Military personnel in uniform attending a funeral in an individual capacity face the casket and execute the hand salute at all times when the casket is being carried by the pallbearers, during the firing of the volleys and the sounding of TAPS. Military personnel in civilian clothes, in these instances and during the services at the grave, stand at "ATTENTION" and hold the headdress over the left breast. Female personnel or those persons without headdress simply stand at "ATTENTION".
- During the prayers, all persons bow their heads.

A2.10. Honor Guard Checklist Format.

A2.10.1. Obtain the following information before conferring with the NOK or the NOK's representative.

1. Name, grade, service number, and religious faith of deceased.
2. Name and address of NOK.
3. Name and address of funeral director and/or Government cemetery.
4. Are the following available? Yes No
 - Chaplain of appropriate faith
 - If yes, name and grade
 - Appropriate troop escort
 - Band
 - Color Guard
 - Pallbearers
 - Firing Party
 - Bugler

A2.10.2. Take the following actions and discuss the following points with the NOK or the NOK's representative.

- Express sympathy on behalf of the United States Air Force.
- Place and time for funeral (Place and time should not be set until it is known when remains will arrive at destination).
- Is an Air Force Chaplain desired?
- Does your ceremonial honors capability meet with NOK desires?
- Does NOK want a firing party? Advise NOK it is optional.

- Has NOK selected honorary pallbearers? If so, obtain names, ranks, and addresses, as appropriate. Do not ask NOK if they want Air Force to furnish honorary pallbearers.

A2.10.3. Obtain name and location of the cemetery and the gravesite from the funeral director or cemetery representative, as applicable.

A2.10.4. Make final arrangements based on above information and check yourself on the following:

- Do you have a detailed plan listing duties of each member, time and place of assembly, uniform, route of march, positions of elements, etc.
- Will personnel and equipment be at the right place at the right time?
- Does each member have a copy of the detailed funeral plan?

Figure A2.1. Key to Symbols Used in Ceremonial Figures A2.2 - A2.11.

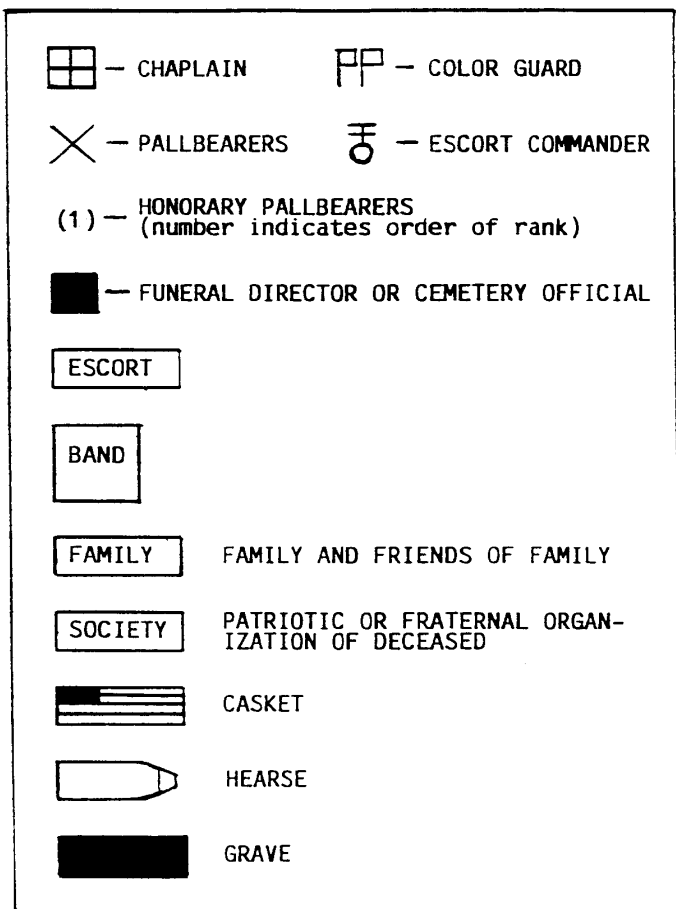


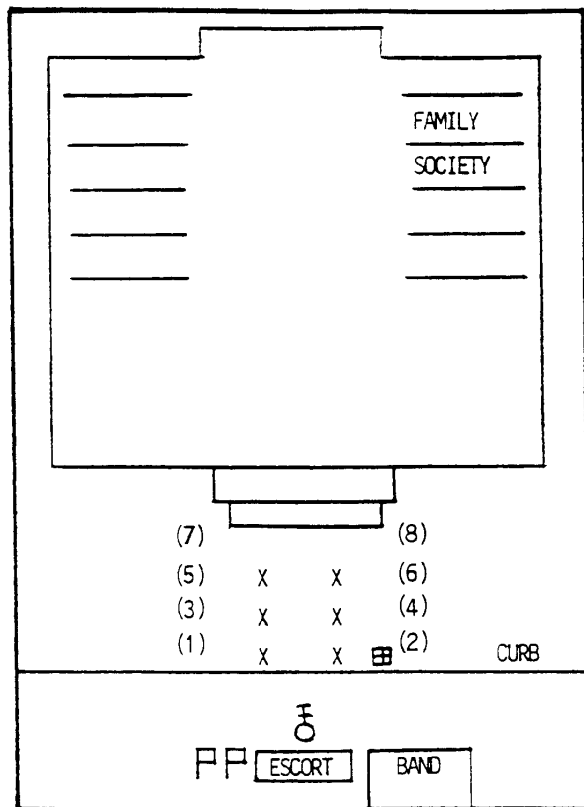
Figure A2.2. Ceremonial Element Positions at the Chapel Before the Casket is Received.

Figure A2.3. Correct Method of Carrying the Casket Into the Chapel.



Figure A2.4. Ceremonial Element Positions as the Casket is Carried Into the Chapel.

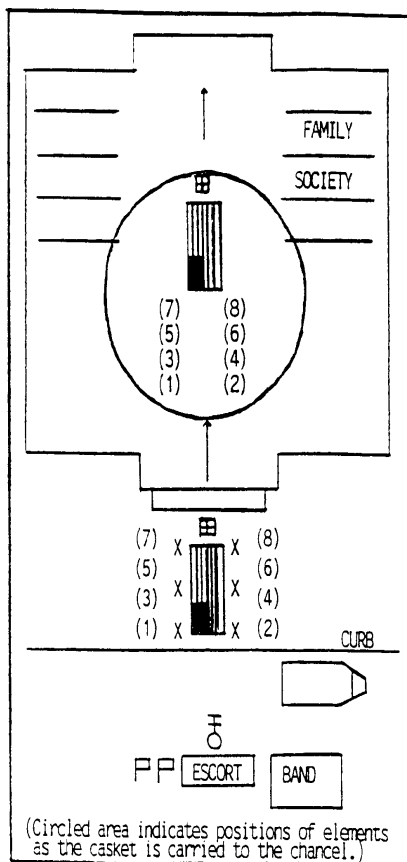
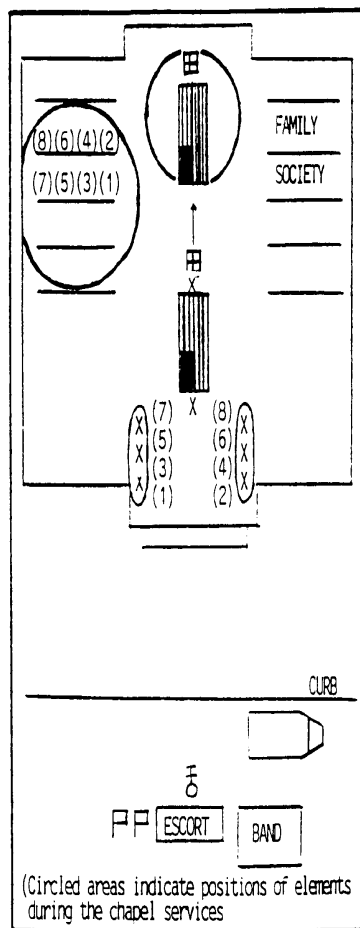


Figure A2.5. Ceremonial Element Positions Inside the Chapel.



[illegible]

Figure A2.7. Correct Method of Carrying the Casket Out of the Chapel.



Figure A2.8. Ceremonial Element Positions as Casket is Carried to the Hearse.

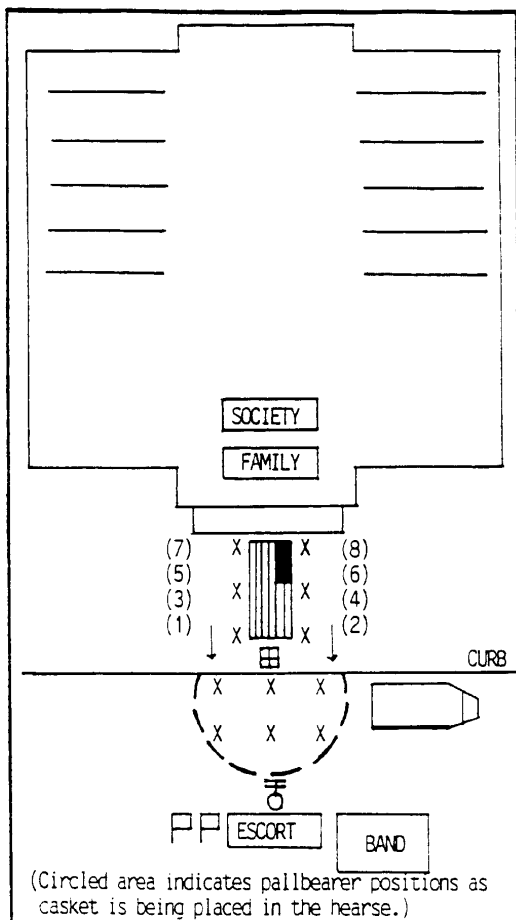


Figure A2.9. Ceremonial Element Positions in the Procession to the Cemetery.

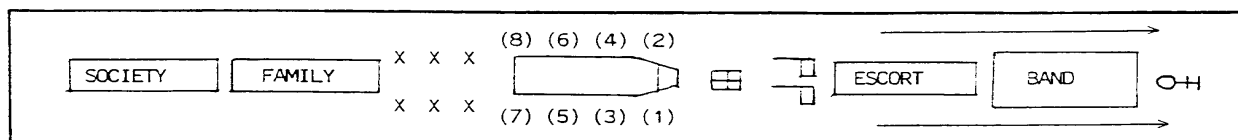


Figure A2.10. Ceremonial Element Positions as Casket is Carried to the Grave.

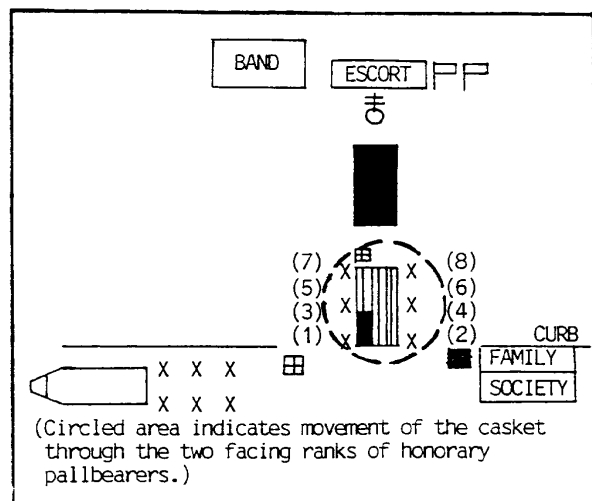


Figure A2.11. Ceremonial Element Positions During the Graveside Committal Service.

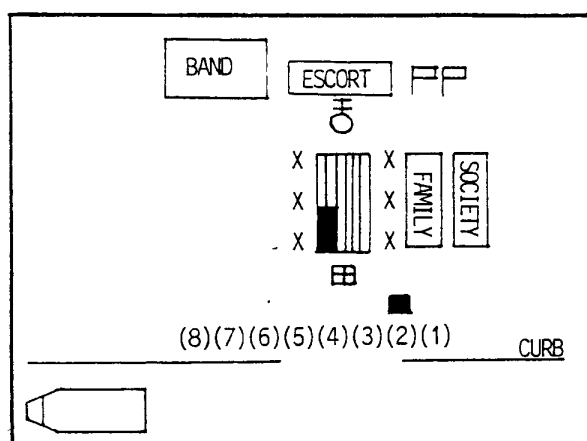


Figure A2.12. Correct Method of Holding the Flag Over the Grave.

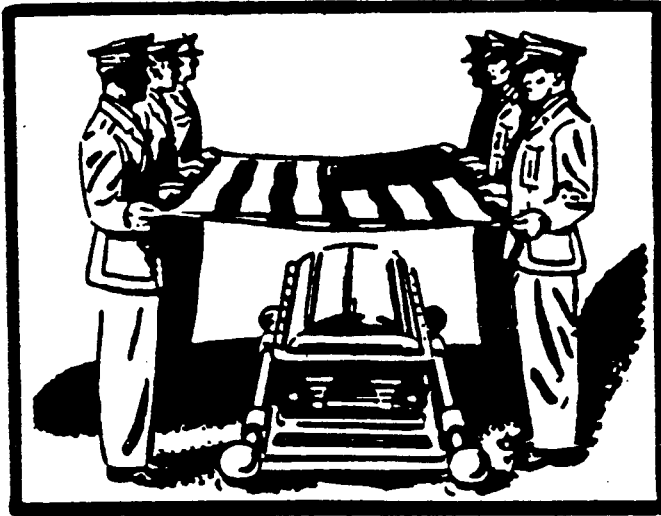


Figure A2.3. Position of Ready, Correct Method of Firing the Funeral Volley.



Figure A2.14. Position of Fire, Correct Method of Firing the Funeral Volley.

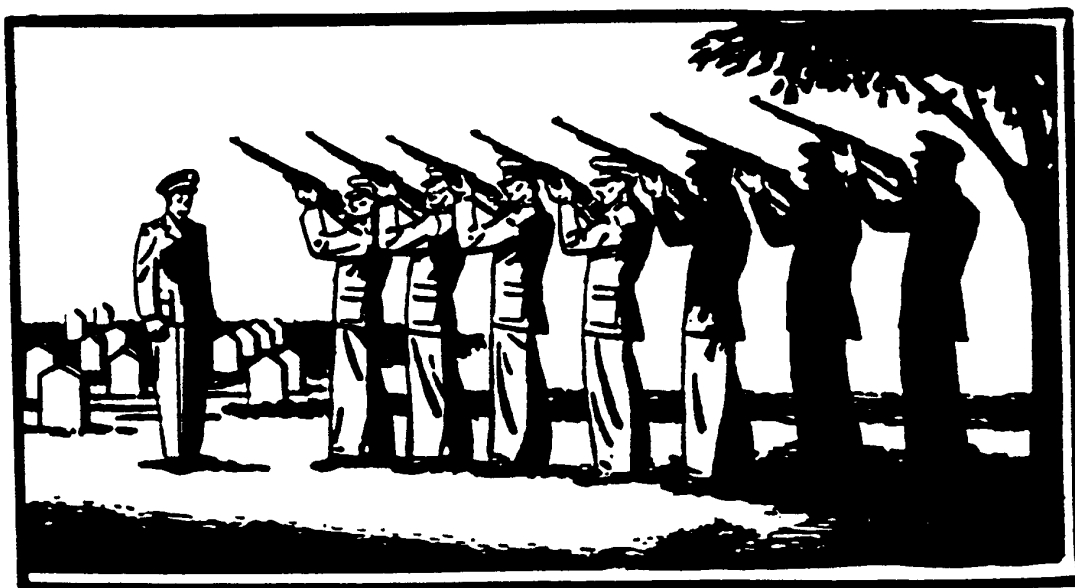


Figure A2.15. Carrying Cermated Remains.

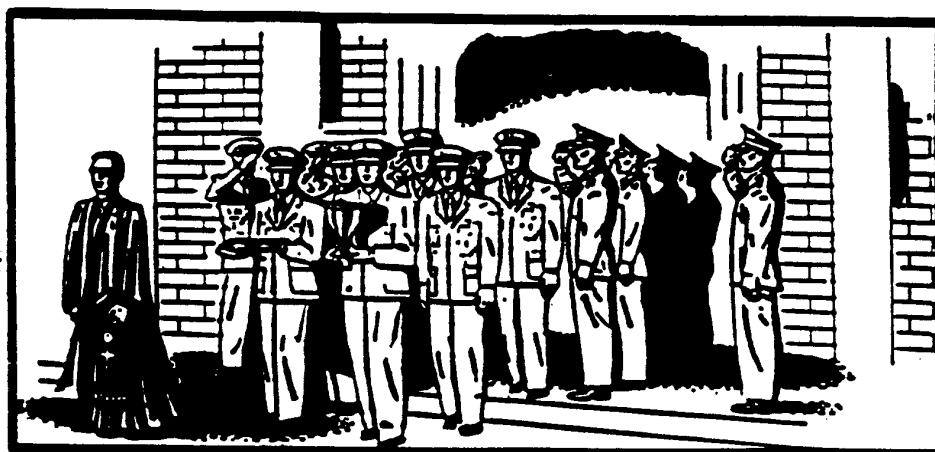
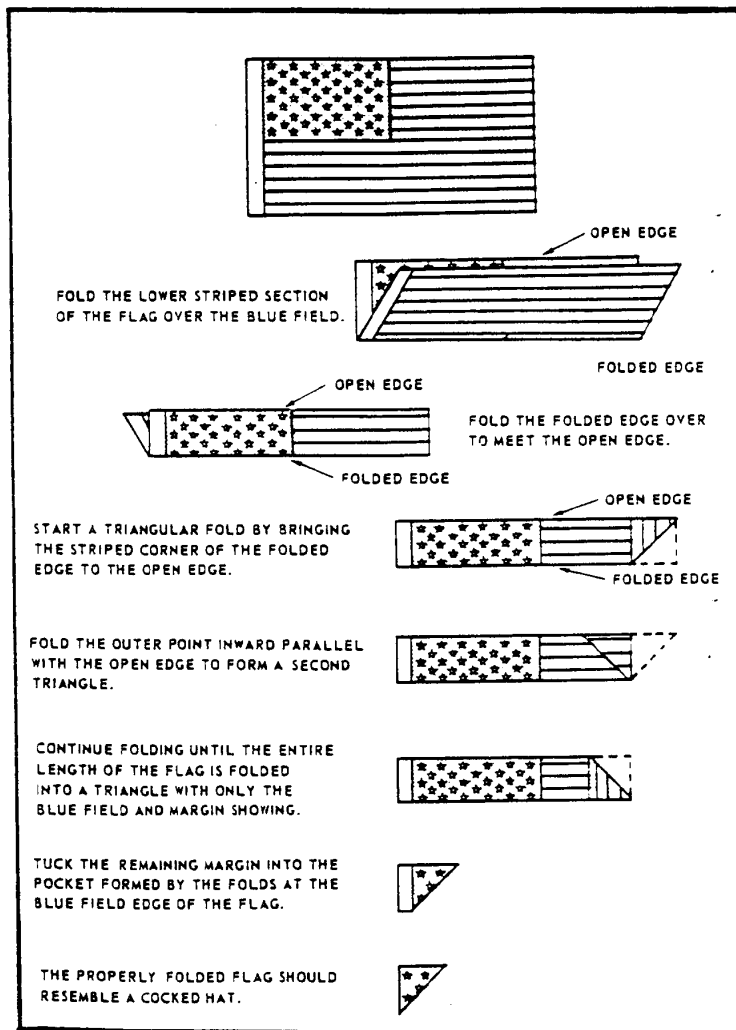


Figure A2.16. Correct Method of Folding the United States Flag.



NATIONAL AND STATE CEMETERIES**A3.1. DEPARTMENT OF VETERANS AFFAIRS NATIONAL CEMETERIES****ALABAMA**

Fort Mitchell National Cemetery
553 Highway 165
Seale, Alabama 36875
(205) 855-4731

Mobile National Cemetery
1202 Virginia Street
Mobile, Alabama 36604
For information call Barrancas
National Cemetery
(904) 452-3358

ALASKA

Fort Richardson National Cemetery
P.O. Box 5-498
Building #997 Davis Highway
Fort Richardson, Alaska 99505
(907) 862-4217

Sitka National Cemetery
803 Sawmill Creek Road
Sitka, Alaska 99835
for information call Fort
Richardson National Cemetery
(907) 862-4217

ARIZONA

National Memorial Cemetery of Arizona
23029 N. Cave Creek Road
Phoenix, Arizona 85024
(602) 379-4615

Prescott National Cemetery
VA Medical Center
500 Highway 89 N.
Prescott, Arizona 86313
(602) 776-6028

San Francisco National Cemetery
P.O. Box 29012
Presidio of San Francisco
San Francisco, California 94129
(415) 561-2008

San Joaquin Valley National Cemetery
32053 West McCabe Road
Gustine, California 95322
(209) 854-2276

ARKANSAS

Fayetteville National Cemetery
700 Government Avenue
Fayetteville, Arkansas 72701
(501) 444-5051

Fort Smith National Cemetery
522 Garland Avenue
Fort Smith, Arkansas 72901
(501) 783-5345

Little Rock National Cemetery
2523 Confederate Boulevard
Little Rock, Arkansas 72206
(501) 374-8011

CALIFORNIA

Fort Rosecrans National Cemetery
PO Box 6237 Pointo Loma
San Diego, California 92166
(619) 553-2084

Golden Gate National Cemetery
1300 Sneath Lane
San Bruno, California 94066
(415) 761-1646

Los Angeles National Cemetery
950 S. Sepulveda Blvd.
Los Angeles, California 90049
(310) 824-4311

Riverside National Cemetery
22495 Van Buren Boulevard
Riverside, California 92508
(909) 653-8417

GEORGIA

Marietta National Cemetery
500 Washington Avenue
Marietta, Georgia 30060

HAWAII

National Memorial Cemetery of the Pacific
2177 Puowaina Drive
Honolulu, Hawaii 96813
(808) 566-1430

ILLINOIS

COLORADO

Fort Logan National Cemetery
3698 S. Sheridan Blvd
Denver, Colorado 80235
(303) 761-0117

Fort Lyon National Cemetery
VA Medical Center
Fort Lyon, Colorado 81038
(719) 456-3152

FLORIDA

Barrancas National Cemetery
Naval Air Station
Pensacola, Florida 32508-1099
(904) 452-3357 or 452-4196

Bay Pines National Cemetery
P.O. Box 477
Bay Pines, Florida 33504
(813) 398-9426

Florida National Cemetery
P.O. Box 337
Bushnell, Florida 33513
(904) 793-7740

St Augustine National Cemetery
104 Marine Street
St. Augustine, Florida 32084
For information call Florida
National Cemetery
(904) 793-7740

Rock Island National Cemetery
P.O. Box 737
Moline, Illinois 61265
(309) 782-2094

INDIANA

Crown Hill National Cemetery
700 West 38th Street
Indianapolis, Indiana 46208
For information call Marion
National Cemetery
(317) 674-0824

Marion National Cemetery
1700 E. 38th Street
Marion, Indiana 46952
(317) 674-0284

New Albany National Cemetery
1943 Ekin Avenue

Alton National Cemetery
600 Pearl Street
Alton, Illinois 62003
For information call Jefferson
Barracks National Cemetery
(314) 263-8691

Camp Butler National Cemetery
R.R. 1
Springfield, Illinois 62707
(217) 522-5764

Danville National Cemetery
1900 East Main Street
Danville, Illinois 61832
(217) 431-6550

Mound City National Cemetery
P.O. Box 38 Highway 37
Mound City, Illinois 62963
For information call Jefferson
Barracks National Cemetery
(314) 263-8691

Quincy National Cemetery
36th and Maine Street
Quincy, Illinois 62301
For information call Keokuk
National Cemetery
(319) 524-1304

KENTUCKY

Camp Nelson National Cemetery
6980 Danville Road
Nicholasville, Kentucky 40356
(606) 885-5727

Cave Hill National Cemetery
701 Baxter Avenue
Louisville, Kentucky 40204
For information call Zachary Taylor
National Cemetery
(502) 893-3852

Danville National Cemetery
377 North First Street
Danville, Kentucky 40442
For information call Camp Nelson
National Cemetery
(606) 885-5727 Closed

Lebanon National Cemetery
20 Highway 208
Lebanon, Kentucky 40033
For information call Zachary Taylor

New Albany, Indiana 47150
For information call Zachary
Taylor National Cemetery
(502) 893-3852

IOWA

Keokuk National Cemetery
1701 J Street
Keokuk, Iowa 52632
319) 524-1304

KANSAS

Ft. Leavenworth National Cemetery
See Leavenworth N/C

Fort Scott National Cemetery
P.O. Box 917
Fort Scott, Kansas 66701
(316) 223-2840

Leavenworth National Cemetery
P.O. Box 1694
Leavenworth, Kansas 66048
(913) 682-1748/49

LOUISIANA

Alexandria National Cemetery
209 East Shamrock Street
Pineville, Louisiana 71360
(318) 473-7588

Baton Rouge National Cemetery
220 North 19th Street
Baton Rouge, Louisiana 70806
For information call Port Hudson
National Cemetery (504) 389-0788

Port Hudson National Cemetery
20978 Port Hickey Road
Zachary, Louisiana 70791
(504) 389-0788

MAINE

Togus National Cemetery
VA Medical and Regional Office Center
Togus, Maine 04330
For information call Massachusetts
National Cemetery (508) 563-7113

MARYLAND

Annapolis National Cemetery

National Cemetery
(502) 893-3852

Lexington National Cemetery
833 West Main Street
Lexington, Kentucky 40508
For information call Camp Nelson
National Cemetery
(606) 885-5727

Mill Springs National Cemetery
Nancy, Kentucky 42544
For information call Camp Nelson
National Cemetery
(606) 885-5727

Zachary Taylor National Cemetery
4701 Brownsboro Road
Louisville, Kentucky 40207
(502) 893-3852

MASSACHUSETTS

Massachusetts National Cemetery
Connery Avenue
Bourne, Massachusetts 02532
(508) 563-7113

MICHIGAN

Fort Custer National Cemetery
15501 Dickman Road
Augusta, Michigan 49012
(616) 731-4164

MINNESOTA

Fort Snelling National Cemetery
7601 34th Avenue, South
Minneapolis, Minnesota 55450
(612) 726-1127

MISSISSIPPI

Biloxi National Cemetery
P.O. Box 4968
Biloxi, Mississippi 39535
(601) 388-6668

Corinth National Cemetery
1551 Horton Street
Corinth, Mississippi 38834
For information call Memphis
National Cemetery (901) 386-8311
Natchez National Cemetery
41 Cemetery Road
Natchez, Mississippi 39120

800 West Street
Annapolis, Maryland 21401
For information call Baltimore National
Cemetery (410) 962-4730

Baltimore National Cemetery
5501 Frederick Avenue
Baltimore, Maryland 21228
(410) 962-4730

Loudon Park National Cemetery
3445 Frederick Avenue
Baltimore, Maryland 21229
For information call Baltimore National
Cemetery (410) 962-4730

Jefferson City National Cemetery
Route 2
Jefferson City, Missouri 65101
For information call Jefferson Barracks
National Cemetery (314) 263-8691

Springfield National Cemetery
1702 E. Seminole Street
Springfield, Missouri 65804
(417) 881-9499

NEBRASKA

Fort McPherson National Cemetery
HCO 1, Box 67
Maxwell, Nebraska 69151
(308) 582-4433

NEW JERSEY

Beverly National Cemetery
R.D. #1, Bridgeboro Road
Beverly, New Jersey 08010
(609) 989-2137

Finn's Point National Cemetery
R.F.D. #3, Fort Mott Rd. Box 542
Salem, New Jersey 08079
For information call Beverly
National Cemetery (609) 989-2137

NEW MEXICO

Fort Bayard National Cemetery
P.O. Box 189
Fort Bayard, New Mexico 88036

For information call Fort Bliss
National Cemetery (915) 540-6182

Santa Fe National Cemetery

(601) 445-4981

MISSOURI

Jefferson Barracks National Cemetery
101 Memorial Drive
St. Louis, Missouri 63125
(314) 263-8691

NEW YORK

Bath National Cemetery
VA Medical Center
Bath, New York 14810
(607) 776-2111 Ext. 1293

Calverton National Cemetery
210 Princeton Boulevard
Calverton, New York 11933
(516) 727-5410

Cypress Hills National Cemetery
625 Jamaica Avenue
Brooklyn, New York 11208
For information call Long Island
National Cemetery (516) 454-4949

Long Island National Cemetery
Wellwood Avenue
Farmingdale, New York 11735
(516) 454-4949

Woodlawn National Cemetery
1825 Davis Street
Elmira, New York 14901
For information call Bath National
Cemetery (607) 776-2111 Ext. 1293

NORTH CAROLINA

New Bern National Cemetery
1711 National Avenue
New Bern, North Carolina 28560
(919) 637-2912

Raleigh National Cemetery
501 Rock Quarry Road
Raleigh, North Carolina 27610
(919) 832-0144

Salisbury National Cemetery
202 Government Road
Salisbury, North Carolina 28144
(704) 636-2661

501 N. Guadalupe Street
P.O. Box 88
Sante Fe, New Mexico 87504

Wilmington National Cemetery
2011 Market Street
Wilmington, North Carolina 28403
For information call New Bern
National Cemetery (919) 637-2912

OHIO

Dayton National Cemetery
VA Medical Center
4100 W. Third Street
Dayton, Ohio 45428
(513) 262-2115

OKLAHOMA

Fort Gibson National Cemetery
1423 Cemetery Road
Fort Gibson, Oklahoma 74434
(918) 478-2334

OREGON

Eagle Point National Cemetery
2763 Riley Road
Eagle Point, Oregon 97524
(503) 826-2511

Roseburg National Cemetery
VA Medical Center
Roseburg, Oregon 97470
(503) 440-1000

Willamette National Cemetery
11800 S.E. Mt. Scott Blvd.
Portland, Oregon 97266
(503) 273-5250

PENNSYLVANIA

Indiantown Gap National Cemetery
R.R. #2, P.O. Box 484
Annville, Pennsylvania 17003
(717) 865-5254

TENNESSEE

Chattanooga National Cemetery
1200 Bailey Avenue
Chattanooga, Tennessee 37404
(615) 855-6590/91

Knoxville National Cemetery

Philadelphia National Cemetery
Haines Street and Limekiln Pike
Philadelphia, Pennsylvania 19138
For information call Beverly National
Cemetery (609) 989-2137

PUERTO RICO

Puerto Rico National Cemetery
P.O. Box 1298
Bayamon, Puerto Rico 00960
(809) 798-8400

SOUTH CAROLINA

Beaufort National Cemetery
1601 Boundary Street
Beaufort, South Carolina 29902
(803) 524-3925

Florence National Cemetery
803 E. National Cemetery Road
Florence, South Carolina 29501
(803) 669-8783

SOUTH DAKOTA

Black Hills National Cemetery
P.O. Box 640
Sturgis, South Dakota 57785
(605) 347-3830

Fort Meade National Cemetery
VA Medical Center
Fort Meade, South Dakota 57785
For information call Black Hills
National Cemetery (605) 347-3830

Hot Springs National Cemetery
VA Medical Center
Hot Springs, South Dakota 57747
For information call VAMC
Engineering Service (605) 745-4101

Kerrville National Cemetery
VAMC - 3600 Memorial Blvd.
Kerrville, Texas 78028
For information call Fort Sam Houston
National Cemetery (210) 820-3891

San Antonio National Cemetery
517 Paso Hondo Street
San Antonio, Texas 78202
For information call Fort Sam Houston
National Cemetery (210) 820-3891

939 Tyson Street, N.W.
Knoxville, Tennessee 37917
For information call Mountain Home
National Cemetery (615) 929-7891

Memphis National Cemetery
3568 Townes Avenue
Memphis, Tennessee 38122
(901) 386-8311

Mountain Home National Cemetery
P.O. Box 8
Mountain Home, Tennessee 37684
(615) 461-7935

Nashville National Cemetery
1420 Gallatin Road South
Madison, Tennessee 37115
(615) 327-5360

TEXAS

Fort Bliss National Cemetery
5200 Fred Wilson Road
P.O. Box 6342
Fort Bliss, Texas 79906
(915) 540-6182

Fort Sam Houston National Cemetery
1520 Harry Wurzbach Road
San Antonio, TX 78209
(210) 820-3891

Houston National Cemetery
10410 Veterans Memorial Drive
Houston, Texas 77038

Fort Harrison National Cemetery
8620 Varina Road
Richmond, Virginia 23231
For information call Richmond
National Cemetery (804) 222-1490

Glendale National Cemetery
8301 Willis Church Road
Richmond, Virginia 23231
For information call Richmond
National Cemetery (804) 222-1490

VIRGINIA

Alexandria National Cemetery
1450 Wilkes Street
Alexandria, Virginia 22314
For information call Quantico
National Cemetery (703) 690-2217

Balls Bluff National Cemetery
Leesburg, Virginia 22075
For information call Culpepper
National Cemetery (703) 825-0027

City Point National Cemetery
10th Avenue and Davis Street
Hopewell, Virginia 23860
For information call Richmond
National Cemetery (804) 222-1490

Cold Harbor National Cemetery
Rt. 156 North
Mechanicsville, Virginia 23111
For information call Richmond
National Cemetery (804) 222-1490

Culpeper National Cemetery
305 U.S. Avenue
Culpeper, Virginia 22701
(703) 825-0027

Danville National Cemetery
721 Lee Street
Danville, Virginia 24541
For information call Salisbury National
Cemetery (704) 636-2661

Staunton National Cemetery
901 Richmond Avenue
Staunton, Virginia 24401
For information call Culpeper
National Cemetery (703) 825-0027

Winchester National Avenue
401A National Avenue
Winchester, Virginia 22601
For information call Culpeper
National Cemetery (703) 825-0027

Hampton National Cemetery
Cemetery Road at Marshall Avenue
Hampton, Virginia 23669
(804) 723-7104

Quantico National Cemetery
P.O. Box 10
18424 Joplin Road (Route 619)
Triangle, Virginia 22172
(703) 690-2217

Richmond National Cemetery
1701 Williamsburg Road
Richmond, Virginia 23231
(804) 222-1490

Seven Pines National Cemetery
400 E. Williamsburg Road
Sandston, Virginia 23150
For information call Richmond
National Cemetery (804) 222-1490

A3.2. DEPARTMENT OF THE INTERIOR NATIONAL CEMETERIES

DISTRICT OF COLUMBIA

Battleground National Cemetery
C/O Supt., Rock Creek Park
5000 Glover Road, NW
Washington, DC 20015
(202) 426-6833

GEORGIA

Andersonville National Historic Site
Rt. 1, Box 85
Andersonville, Georgia 31711
(912) 924-0343

LOUISIANA

Chalmette Cemetery
Jean Lafitte Historical Park
and Preserve
423 Canal Street, #210
New Orleans, Louisiana 70130
(504) 271-2412

MARYLAND

Antietam National Battlefield Site
Box 158
Sharpsburg, Maryland 21782
(301) 432-5124

WEST VIRGINIA

Grafton National Cemetery
431 Walnut Street
Grafton, West Virginia 26354
For information call West Virginia
National Cemetery (304) 265-2044

West Virginia National Cemetery
Rt. 2, Box 127
Grafton, West Virginia 26354
(304) 265-2044

WISCONSIN

Wood National Cemetery
5000 West National Avenue
Building 122
Milwaukee, Wisconsin 53295
(414) 382-5300

PENNSYLVANIA

Gettysburg National Military Park
R. D. 1
Gettysburg, Pennsylvania 17325
(717) 334-1124

TENNESSEE

Andrew Johnson National
Historic Site
P.O. Box 1088
Greenville, Tennessee 37744
(615) 638-3551

Fort Donelson National Battlefield
P.O. Box 434
Dover, Tennessee 37058
(615) 232-5348

Shiloh National Military Park
P.O. Box 61
Shiloh, Tennessee 38376
(901) 689-5275

Stones River National Battlefield
3501 Old Nashville Highway
Murfreesboro, Tennessee 37129
(615) 893-9501

MISSISSIPPI

Vicksburg National Military Park
3201 Clay Street
Vicksburg, Mississippi 39180
(601) 636-0583

MONTANA

Little Bighorn Battlefield
National Monument
P.O. Box 39
Crow Agency, Montana 59022
(406) 638-2621

A3.3. STATE VETERANS CEMETERIES**CALIFORNIA**

Veterans Memorial Grove Cemetery
Veterans Home of California
Yountville, California 94599
(707) 944-4600

COLORADO

Colorado State Veterans Cemetery
Colorado State Veterans Center
Box 97
Homelake, Colorado 81135
(719) 852-5118

CONNECTICUT

Colonel Raymond F. Gates
Memorial Cemetery
Veterans Home and Hospital

287 West Street
Rocky Hill, Connecticut 06067
(203) 721-5824

Spring Grove Veterans Cemetery
Darien, Connecticut
c/o Veterans Home and Hospital

Rocky Hill, Connecticut 06067
(203) 721-5824

Middletown Veterans Cemetery
c/o Veterans Home and Hospital
Rocky Hill, Connecticut 06067
(203) 344-1961

DELAWARE**VIRGINIA**

Fredericksburg and Spotsylvania County
Battlefields Memorial National Military Park
120 Chatham Lane
Fredericksburg, Virginia 22405
(703) 373-4461
Poplar Grove National Cemetery
P.O. Box 549, Route 36 East
Petersburg, Virginia 23804
(804) 732-3531

Yorktown Battlefield Cemetery
P.O. Box 210
Yorktown, Virginia 23690
(804) 898-3400

Hoolehua Veterans Cemetery (Molokai)
P.O. Box 526

Kauna Kakai, Hawaii 96748
(808) 243-7845

Kauai Veterans Cemetery
County of Kauai Public Works

3021 Umi Street
Lihue, Hawaii 96766

Makawao Veterans Cemetery
1295 Makawao Avenue, Box 117
Makawao, Hawaii 96768
(808) 572-7272

ILLINOIS

Sunset Cemetery
Illinois Veterans Home
1707 N. 12th Street
Quincy, Illinois 62301
(217) 222-8641

IOWA

Iowa Veterans Home & Cemetery
13th & Summit Streets
Marshalltown, Iowa 50158
(515) 753-4309

KANSAS

Kansas Soldiers Home Cemetery
Fort Dodge, Kansas 67843
(316) 227-2121

Delaware Veterans Memorial
Cemetery
2465 Chesapeake City Road

Bear, Delaware 19701
(302) 834-8046

HAWAII

Hawaii State Veterans Cemetery
45-349 Kamehameha Hwy
Kaneohe, Hawaii 96744
(808) 235-1596

Hawaii Veterans Cemetery
Areas I and II
County of Hawaii
25 Aupuni Street
Hilo, Hawaii 96720
(808) 961 -8311

Eastern Shore Veterans Cemetery
6827 E. New Market Ellwood Road
Hurlock, Maryland 21643
(410) 943-3420

Garrison Forest Veterans Cemetery
P.O. Box 409
Owings Mills, Maryland 21117
(410) 363-6090

Rocky Gap Veterans Cemetery
Route #1 Box 82
Flintstone, Maryland 21530
(301) 777-2185

MISSOURI

Missouri Veterans Home Cemetery
620 N. Jefferson
St. James, Missouri 65559
(314) 265-3271

MONTANA

State Veterans Cemetery
Fort William H. Harrison
Box 5715
Helena, Montana 59604
(406) 444-6926

Montana Veterans Home Cemetery
P.O. Box 250
Columbia Falls, Montana 59912

MAINE

Maine Veterans Memorial Cemetery
Bureau of Veterans Services

State Office Building, Station #117
Augusta, Maine 04333
(207) 289-4060

MARYLAND

Cheltenham Veterans Cemetery
11301 Crain Highway
P.O. Box 10
Cheltenham, Maryland 20623
(301) 372-6398

Crownsville Veterans Cemetery
1080 Sunrise Beach Road
Crownsville, Maryland 21032
(301) 987-6320

NEW JERSEY

Brigadier General William C. Doyle
Veterans Memorial Cemetery
350 Provenceline Road Rt. #2
Wrightstown, New Jersey 08562
(609) 758-7250

New Jersey Memorial Home Cemetery
524 N.W. Boulevard
Vineland, New Jersey 08360
(609) 696-6400

NORTH DAKOTA

North Dakota Veterans Cemetery
P. O. Box 5511
Bismarck, North Dakota 58502-5511
(701) 224-5111

OKLAHOMA

Oklahoma Veterans Cemetery
Military Department (OKFAC)
3501 Military Circle N.E.
Oklahoma City, OK 73111-4398
(405) 425-8643

PENNSYLVANIA

Pennsylvania Soldiers &
Sailors Home Cemetery
P.O. Box 6239

(406) 892-3256

NEBRASKA

Nebraska Veterans Homes Cemetery
Burkett Station
Rhode Island Veterans Cemetery
Grand Island, Nebraska 68803
(308) 382-9420

NEVADA

Northern Nevada Veterans
Memorial Cemetery
1201 Terminal Way #108
Reno, Nevada 89520
(702) 575-4441

Southern Nevada Veterans
Memorial Cemetery
1900 Buchanan Blvd.
P.O. Box 60878
Boulder City, Nevada 89005
(702) 486-5920

Middle Tennessee Veterans Cemetery
7942 McCrory Lane
Nashville, Tennessee 37221
(615) 646-8428

West Tennessee Veterans Cemetery
4000 Forest Hill, Irene Road
Memphis, Tennessee 38125
(901) 758-2782

RHODE ISLAND

301 So. County Trail
Exeter, Rhode Island 02822-9712
(401) 884-7482

SOUTH DAKOTA

South Dakota Veterans Home
2500 Minnekahta Avenue
Hot Springs, South Dakota 57747325
(605) 745-5127

TENNESSEE

Knoxville State Veterans Cemetery
5901 Lyons View Pike
Knoxville, Tennessee 379191
(615) 558-6081

560 East Third Street
Erie, Pennsylvania 16512-6239
(814) 871-4531

TERRITORIES

Guam Veterans Cemetery
Department of Parks & Recreation
Agana, Guam 96919
(671) 477-9620/21

UTAH

Utah State Veterans Cemetery
17111 S. Camp Williams Road
Bluffdale, Utah 84065
(801) 254-9036

VERMONT

Cemetery Vermont Veterans Home
War Memorial Cemetery
North Street
Bermington, Vermont 05201
(802) 442-6353

WASHINGTON

Washington Soldiers Home
Colony and Cemetery
301 Orting-Kapowsin Highway
PO Box 500
Orting, Washington 98360
(206) 840-6560

Washington Veterans Home Cemetery
P.O. Box 698
Retsil Washington 98378
(206) 895-4705

WISCONSIN

Wisconsin Veterans Memorial Cemetery
Wisconsin Veterans Home
Highway QQ
King, Wisconsin 54946
(715) 258-5586

WYOMING

Oregon Trail Veterans Cemetery
89 Cemetery Road
Box 669
Evansville, Wyoming 82636
(307) 235-6673

A3.4. DEPARTMENT OF THE ARMY NATIONAL CEMETERIES

United States Soldiers' and Airmen's Home National Cemetery
21 Harewood Road, NW
Washington, DC 20011
(202) 829-1829

Arlington National Cemetery
Interment Services Branch
Arlington Virginia 22211
(703) 695-3250/55

MEMORANDUM OF UNDERSTANDING

A4.1. Memorandum of Understanding (MOU) With Local Civil Authorities.

A4.1.1. When an Air Force member dies outside the limits of an Air Force installation, the remains cannot be recovered or transferred from the place of death to some other location by Air Force personnel without the expressed permission of local civil authorities. In order that full accord exists regarding the control of Air Force deaths (disaster and nondisaster) on or off the installation, the mortuary officer ensures that a current effective MOU is established between the Air Force installation and the medical examiner or county coroner and local law enforcement authorities as deemed appropriate. The MOU's provisions are negotiated in the best interest of the Air Force to the extent possible.

A4.1.2. The MOU includes, but is not limited to, the following items:

- Search and recovery of remains
- Identification and pathological examinations
- Custody of the remains
- Personal property
- Transfer of the remains from the scene or place of death
- Accomplishment of professional services for the medical examiner or coroner by the Air Force or in conjunction with same
- Signing of death certificate
- Issuance of burial and transit permits

A4.1.3. Some states retain concurrent jurisdiction with the United States. In these situations, it is necessary to accomplish the MOU with officials at state level rather than local officials.

A4.1.4. When an MOU is inappropriate or not possible to accomplish, a memorandum for the record is prepared. The document relates the situation, circumstances, and unsuccessful efforts expended. Such official memorandums for the record will suffice in the absence of an MOU.

PERFORMANCE WORK STATEMENT FOR MORTUARY SERVICES

A5.1. TERMS AND DEFINITIONS. The following are terms and definitions used in this Statement of Work.

ACCEPTABLE QUALITY LEVEL (AQL). The maximum percent defective, the maximum number of defects per hundred units, or the number of defects that can be considered satisfactory on the average; the allowable variance from a standard before the Government will reject a specific service. An AQL does not imply that the contractor knowingly performs in a defective way. It implies that the Government recognizes that defective performance sometimes occur unintentionally. As long as the defective performance does not exceed the AQL, the service is not be rejected by the Government. The contractor, however, must reperform, when possible, all defective services.

CASKET. The Armed Services uses an 18-gauge metal sealer, cut top casket, and a solid hardwood casket, cut top casket.

CHEMICAL PRESERVATIVE PREPARATIONS. Arterial, cavity, and other embalming chemicals used in the treatment of all remains under this contract shall effect the maximum preservation and disinfection of all body tissues, including those associated with body cavities (internal organs).

INFANT AND CHILD CASKETS AND SHIPPING CASES. These caskets described in Technical Exhibit 8 apply to Port of Entry Mortuary Facilities only.

NONVIEWABLE REMAINS. Any remains which, due to extreme mutilation, advanced decomposition, or severe burns or charring, cannot be restored to the known ante mortem appearance by restorative art.

PROCESSING OF REMAINS. The complete preservation (embalming) and disinfection, application of restorative art techniques and/or cosmetics, dressing and/or wrapping, casketing, and transportation of remains as directed by the contracting officer or his designee.

QUALITY ASSURANCE EVALUATOR (QAE). Representative of the contracting officer who normally performs surveillance of the contract.

REMAINS. Autopsied (partial or complete) or unautopsied bodies.

REPROCESSING OF REMAINS. The inspection and correction of all discrepancies noted in preservation (embalming). Application of restorative art techniques and/or cosmetics, dressing or wrapping, casketing, and transportation of remains as directed by the contracting officer or designated representative.

URNS. There are two urn types used by the armed services, a solid bronze urn and a solid walnut urn.

VIEWABLE REMAINS. Any remains undamaged by trauma or disease; or those damaged by trauma or disease but viewable tissue surfaces have been restored to the known ante mortem appearance of the deceased by restorative artwork.

A5.2. SCOPE OF WORK. The contractor shall provide facilities, equipment, licensed personnel, motor vehicles, and furnish professional services and requirements, supplies, caskets, urns, outer shipping containers, transportation, and perform hygienic practices as specified in this Performance Work Statement (PWS).

A5.3. QUALITY CONTROL/QUALITY ASSURANCE.

A5.3.1. Quality Control. The contractor shall establish a complete quality control program to assure the requirements of the contract are provided as specified. One copy of the Contractor's Quality Control Program shall be provided to the contracting officer at the Preaward Survey. Provide an updated copy to the contracting officer on the contract start date and as changes occur. The program shall include, but not be limited to, the following:

- An inspection system covering the services stated in A5.7., Performance Requirements Summary. It must specify areas to be inspected on a scheduled or unscheduled basis and the title of the individual who will do the inspection.
- A method for identifying deficiencies in the quality of services performed before the level of performance is unsatisfactory.
- A file of all inspections conducted by the contractor and corrective actions taken. The file will be made available to the Government during the term of the contract.

A5.3.2. Quality Assurance. The Government shall monitor the contractor's performance under the contract, using the quality assurance procedures specified in A5.7.

A5.3.3. Performance Evaluation Meetings. The manager or owner shall meet with the QAE and contracting officer weekly during the first ____ month(s) of the contract.

- Meetings shall be as often as necessary thereafter as determined by the contracting officer. However, a meeting shall be held whenever a Contract Discrepancy Report is issued. A mutual effort shall be made to resolve all problems identified.
- The written minutes of these meetings shall be signed by the contractor or his or her manager, contracting officer, and QAE. Should the contractor not concur with the minutes, the contractor shall state in writing to the contracting officer any areas wherein the contractor does not concur.

A5.4. GOVERNMENT-FURNISHED ITEMS. The Government shall provide the following items:

- Department of Defense Form 2063, *Record of Preparation and Disposition of Remains*, (Preparation Room History).
- Rubber or polyethylene sheeting and blanket required to wrap non-viewable remains that cannot be dressed.
- Necessary clothing for remains that can be dressed.

A5.5. CONTRACTOR-FURNISHED ITEMS. In addition to items specified in A5.6., Specific Tasks, the contractor shall furnish the following:

A5.5.1. CASKETS. Specifications are provided in A5.8.1. and A5.8.2.

- The casket furnished by the contractor for each remains shall be inspected. Although the contractor shall certify that the casket meets the specification, the QAE shall inspect the casket by observation.
- A casket may be accepted with no more than one minor defect provided the minor defect is not obvious. Otherwise, the casket shall be rejected.
- In the event a casket is found to be structurally defective at the final destination, the Air Force shall obtain a replacement casket at the destination.
- HQ AF Mortuary Affairs may, at their discretion, have the defective casket evaluated and tested by Air Force authorities.
- HQ AF Mortuary Affairs shall notify the contracting officer through the QAE of the noncompliance and recommend action be taken against the contractor. Additionally, the contractor shall be liable for the cost incurred by the Air Force at the final destination.

A5.5.2. SHIPPING CONTAINERS. Requirements are provided in A5.8.3. The shipping container furnished by the contractor for each remains shall be inspected. The QAE shall inspect the shipping container to ensure serviceability.

A5.5.3 URNS. Specifications are provided in A5.8.4. and A5.8.5.

- The urn furnished by the contractor for each remains shall be inspected. Although the contractor shall certify that the urn meets specifications, the QAE shall inspect the urn by observation according to the specifications, Table I.
- An urn may be accepted with not more than one minor defect, provided the minor defect is not obvious. Otherwise, the urn shall be rejected.
- If an urn is found to be structurally defective at the final destination, the Air Force shall obtain a replacement urn at destination.
- HQ AF Mortuary Affairs may, at their discretion, have the defective urn evaluated and tested by Air Force authorities and shall notify the contracting officer through the QAE of the non-compliance and recommended action be taken against the contractor. Additionally, the contractor shall be liable for the cost incurred by the Air Force at the final destination.

A5.6. SPECIFIC TASKS. The contractor shall comply with the Armed Services requirements and specifications and all Federal, state, and local health laws, statutes, and regulations in performing the following:

A5.6.1. MORTUARY SERVICES. The contractor shall be responsible for providing professional services of the highest quality to assure viewing of the remains under optimal conditions.

- The contractor shall practice hygienic measures that will assure complete and satisfactory disinfection and sanitation of the funeral establishment.
- The contractor shall provide high quality service and a sufficient number of licensed embalmers to process (embalm) or reprocess any remains under this contract on a timely basis. Interns (apprentices) may be used to assist the licensed embalmer in accordance with applicable state regulations.
- All supplies and technical procedures shall conform to standards and professional techniques acceptable to the Funeral Service Industry.
- Embalmers shall utilize any and all optimal techniques available to assure complete and adequate treatment of remains.

A5.6.1.1. Unidentified Remains. If identification of remains is not officially established, the remains shall be placed under refrigeration at 38-40 degrees F (3.3-4.4 degrees C). If mechanical refrigeration is not available within a reasonable distance, ice chests or ice packs shall be used in lieu of mechanical refrigeration. Processing (embalming) shall not be accomplished until the remains are released by a responsible official as identified.

A5.6.1.2. Restorative Art. Major restorative art is an integral part of the processing and/or reprocessing of remains. It shall include, but not be limited to, rebuilding a large wound area; rebuilding facial features such as ear, nose, eye, mouth, chin, etc.; removal of damaged tissue followed by restoration; restoration of scalp hair; and the application of cosmetics to render restored surfaces nondetectable. Restorative art shall be accomplished in accordance with the highest professional standards.

A5.6.2. TREATMENT OF REMAINS. Frequently, final disposition of processed or reprocessed remains may not be effected for a period of 10 days or more; may be transported over long distances; or be subjected to hot, humid conditions. At all times, the remains must be free of putrefaction and infectious agents. This requires the thorough disinfection and uniform preservation of all body tissues. Employment of continuous injection and intermittent drainage will enhance chemical distribution and penetration. Use of humectant (moisture retention chemicals) in the arterial injection solution will help to achieve greater tissue penetration, and to restore normal body moisture content.

A5.6.2.1. Preembalming procedures. The following basic steps shall be accomplished in the course of processing or reprocessing all viewable remains, and to the extent possible, nonviewable remains.

A5.6.2.2. When possible, remains shall be bathed. Male facial and scalp hair shall be washed and groomed to conform to military standards (suitable hair preparation shall be accomplished on females). Fingernails shall be cleaned and trimmed. The mouth shall be securely closed to form a natural expression and proper attention given to the eyes to prevent wrinkling of the eyelids and a sunken appearance of the eyes. Cosmetics shall be applied only in the amount necessary to produce natural color and texture.

A5.6.2.3. All lacerations, abrasions, incisions, excisions and burn wounds shall be sutured and/or sealed to prevent leakage. Swollen or distorted features shall be reduced to the normal contours enjoyed during life. Postmortem stains shall be chemically bleached by applying packs and/or needle injection. On viewable areas, further treatment shall consist of the use of masking cosmetics to render stains nondetectable.

A5.6.2.4. All body orifices shall be treated with a disinfectant, nonastringent chemical (generic categories such as Phenylphenols and Idophors) and then packed with cotton. Bedsores, ulcerated, burned, and necrotic tissue shall be treated either by hypodermic injection, or pack application of deodorizing/preserving chemical.

A5.6.2.5. Maggots and other insect larvae shall be destroyed and their breeding sites in or on the remains thoroughly treated with an insecticide chemical.

A5.6.2.6. The contractor's performance shall be such that all remains are effectively disinfected, uniformly preserved, and all offensive odors eliminated before the remains are casketed.

A5.6.3. PREPARATION OF REMAINS. The military services require that all remains be processed or reprocessed in a manner reflecting the highest standards of the funeral service profession. Each remains, viewable and nonviewable, requires variation in the embalming treatment to accomplish the optimum results. A recommended procedure to achieve these goals is the injection of the solution at a moderate rate. The addition of an humectant to the solutions is also helpful in reducing overdehydration effects.

A5.6.3.1. Processing Nonviewable Remains. In all instances multisite injection and drainage technique shall be attempted.

- When arterial injection is possible, each gallon of arterial fluid shall have a minimum concentration of 5% by volume aldehyde or aldehyde derivative preservative agent(s).
- The total volume of arterial solution injected shall be not less than 1 gallon per 50 pounds of body weight.
- All body areas shall be further treated by means of a trocar, using undiluted cavity chemicals having a 30 index (%) or greater. In addition, packs, special gels and/or dry sanitizers shall be used, as required, to assure preservation, prevent leakage, and eliminate all offensive odor.
- Cranial, thoracic, and abdominal cavities, when present, shall be relieved of gasses and distention. The cavities shall then be treated by injecting a minimum of 32 ounces of a concentrated cavity chemical, having a 30-index (%) or greater.
- When arterial injection and/or cavity treatment is impossible, all articulated and disarticulated anatomical portions shall be thoroughly disinfected and preserved via accessory chemical embalming techniques.
- Noninjectable intact remains and/or disarticulated anatomical portions shall be immersed or hypo-injected with trocar and/or syringe and needle, using full strength cavity chemicals 30-index (%) or greater. Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement primary needle and/or hypo injection techniques.

A5.6.3.2. Processing Viewable Remains. A thorough preembalming case analysis shall be made in order to determine the best embalming techniques to be used to obtain optimum results.

- The technique of arterial injection and venous drainage is of utmost importance as well as the need for adding humectant (moisture retention chemicals) to the arterial solution injected.
- Whenever possible, a 6-point arterial injection with multisite drainage shall be accomplished.
- The arterial chemical injection solution shall contain a 2% to 3% concentration, by volume, of aldehyde or aldehyde derivative preservative agent(s), with equal parts of a humectant chemical also being added to the injection solution.
- The thoracic, abdominal, and pelvic cavities shall be thoroughly aspirated and injected with full-strength cavity chemicals having a 30 index (%) or greater, using a minimum of 16 ounces for each cavity.

- Needle injections, packs, or other special treatments shall be accomplished, as required, to assure the preservation and disinfection of all body tissues, including those associated with body cavities (organs).
- A lanolin-based (or comparable) massage cream shall be applied on the face and hands.

A5.6.3.3. Autopsied Remains. If a partial or complete autopsy is performed, a 6-point injection with multisite drainage shall be accomplished, using arterial chemical solutions as specified for processing viewable remains.

- Hypo-inject thoracic and abdominal walls with same strength solution as arterial injection.
- On thoracic and abdominal autopsies, the viscera shall be removed and immersed in a concentrated cavity chemical having a 30-index (%) or greater.
- When a cranial autopsy is performed, the calvarium shall be replaced and securely stabilized. The scalp shall be replaced over the calvarium and neatly sutured to avoid an unnatural appearance and the hair shall be washed.
- The inner surfaces of the body cavities shall be given a liberal application of gel preservative.
- The organs are to be replaced within the cavities in normal anatomical location and liberally covered with hardening compound.

A5.6.3.4. Treatment of Scalp (Viewable Remains). If the scalp was shaved because of medical treatment or surgery, processing or reprocessing shall be accomplished as specified for viewable remains, after which the cranium shall be wrapped with gauze or equivalent in a neat and professional manner.

A5.6.3.5. Mutilated Hands on a Viewable Remains. When the hands are mutilated and restoration is not possible, the hands shall be treated in a manner which shall render all tissue firm, dry, and thoroughly preserved. The hands will then be covered by either wrapping with gauze or equivalent in a neat and professional manner, or by placing surgical gloves on the hands followed by white (military) gloves.

A5.6.3.6. Dressing Remains Including Intact Nonviewable. Remains shall be dressed in the clothing provided by the contracting officer.

- Nonviewable remains that cannot be dressed shall be wrapped in the rubber or polyethylene sheeting and blanket furnished by the contracting officer.
- Wrapping shall be accomplished as follows: A blanket, furnished by the contracting officer, shall be spread on the dressing table with opposing corners at the head and foot ends of the table. The blanket is then covered with a white cotton sheet followed by a sheet of polyethylene. Two strips of cotton are laid down the center of the plastic sheet and liberally sprinkled with hardening compound. The remains are then laid on the cotton strips, coated with hardening compound and covered with additional cotton strips. The polyethylene sheet is then wrapped around the remains. The white cotton sheet is then wrapped around the plastic sheathed remains followed by the blanket, which shall have as few creases as possible, and be secured with large safety pins placed no more than 8 inches apart.

A5.6.4. EMBALMER EVALUATION. The embalmer (contractor's agent) processing or reprocessing the remains shall critically evaluate the completed treatment to ensure any remains cared for under this contract are effectively disinfected, uniformly preserved, and shall arrive at its destination in satisfactory condition.

- The contracting officer or designate will authorize delivery or shipment of remains when he or she is assured that the services and supplies furnished by the contractor meet this Performance Work Statement and Specification in their entirety.
- The contractor shall state on a certificate (Preparation Room History) furnished by the contracting officer that the services and supplies meet this Performance Work Statement and Specifications in their entirety.

A5.6.5. PLACEMENT IN CASKET. Remains shall be placed in the casket in a manner that will create an appearance of rest and composure and ensure maintenance of position during transit.

- When remains are prepared for shipping, pads will be placed around them to prevent shifting.
- The pillow shall be turned over and a clean piece of cloth placed over the face.
- The casket shall be of sufficient size to prevent the appearance of crowding and cramping the remains.

A5.6.6. QUALITY ASSURANCE EVALUATION. Failure to pass the inspector's evaluation after placement of remains in a casket and before delivery will require the contractor to remove the remains from the casket and perform one or more of the following services as directed by the contracting officer or designate:

- Additional disinfectant or preservative treatment
- Re-dressing
- Change or add decorations or insignia
- Place remains in new casket
- When services under this paragraph are performed, services as set forth in paragraphs A5.6.3.6, A5.6.5, and A5.6.7 shall again be performed by the contractor.

A5.6.7. ENCASING CASKET. The casket shall be carefully and professionally placed in the protective OUTER container, as directed by the contracting officer. All shipping documents will be affixed or enclosed.

A5.6.8. **LOADING REMAINS.** The remains shall be carefully and professionally placed in the type of vehicle designated by the contracting officer for delivery of remains.

A5.6.9. **TRANSPORTATION OF REMAINS.**

A5.6.9.1. **Removal.** Transport remains in a suitable funeral coach, ambulance, or service car to place where processing or reprocessing is performed. Transportation shall include calling the place where death occurs or remains are located when such place is on the installation, or any place designated by the contracting officer or designate.

A5.6.9.2. Deliver remains, to include the escort, as follows:

- In contractor's funeral coach to a place of religious service and then to a common carrier, another funeral home or to a Government or non-Government cemetery.
- Contractor's funeral coach shall arrive at any location at the time specified by the contracting officer.
- Remains being shipped by common carrier shall be delivered to an airport or rail terminal not later than 2 hours before its scheduled departure of aircraft or train.

A5.6.9.3. Personnel used in transportation of the remains or escort, off the installation, shall be dressed in a seasonal suit with shirt and tie. Other vehicle operators may wear clean cotton twill, matching shirts and trousers in dark or neutral colors.

A5.6.10. **CREMATION.** This section identifies services, supplies, and transportation requirements for local cremation when recommended by the contracting officer or designated representative.

A5.6.10.1. Remains shall be prepared, dressed, and cosmetized as prescribed in the specifications.

- The casket provided shall meet or exceed the Solid Hardwood Casket Specification (A5.8.2.).
- Transportation of the remains (including escort) shall be provided to the crematory engaged under contract by the government and return of the cremated remains to the government facility.
- The contracting officer or designated representative shall specify whether a solid bronze or solid walnut urn shall be provided. The contractor shall provide an urn that meets or exceeds the applicable urn specification (A5.8.4. and A5.8.5.).
- The urn shall be engraved with the name, rank, date of birth, and date of death of the deceased. If a bronze urn is used engrave the urn itself. However, on a solid walnut urn, use the specified engraving plate.
- The contractor shall place all the cremated remains received from the crematory in the urn.
- Cremation charges will be paid by the Government directly to the crematory engaged by the Government.

A5.6.10.2. **Processing Procedure.** After preparing, dressing, and cosmetizing the remains in accordance with specifications, the contractor shall do the following:

- When the remains are wrapped, attach a tag listing the decedent's name, rank, social security number, and date of death to the right ankle or to the top of the blanket and to the casket handle at the head end of the casket.
- Deliver the casketed remains to the crematory in sufficient time to ensure cremation is accomplished and completed on the same day of delivery to the crematory.
- Return the cremated remains to the funeral service establishment or port mortuary facility not later than the day following cremation for inurnment in the designated urn.
- Inurn the cremated remains promptly upon return to the contract facility or port mortuary.

A5.6.11. **HYGIENIC PRACTICES.** The contractor shall employ protective, precautionary hygienic measures and techniques designed to accomplish concurrent and terminal disinfection and decontamination of the entire funeral service establishment and environment.

- The application of appropriate in-use concentrations of chemical disinfectants (such as generic categories as Phenylphenols or Iodophors) to body surfaces and orifices, instruments, preparation room, floor, walls, and equipment surfaces, and general sanitation of public visitation areas (as applicable) will help prevent the transmission of actual and potential pathogens to personnel.
- Also recommended is the wearing of eye protection, protective, surgical-type, oral-nasal mask designed to prevent the inhalation of infectious particles originating from the surface, orifices, and cavities of human remains.

A5.6.12. **Preparation of DD Form 2063, Record of Preparation and Disposition of Remains.** The contractor shall do the following:

- Complete DD Form 2063, legibly, accurately, and to the extent possible for each remains handled under the contract.
- Indicate on DD Form 2063, in item 12, "Remarks of Preparing Embalmer," the index of embalming chemicals used in processing/reprocessing remains.
- Give the completed Preparation Room History (DD Form 2063) to the QAE at the time of the final inspection of the remains, casket, and shipping case.

A5.6.13. **Facilities, Vehicles, and Personnel.** The contractor shall maintain all facilities and motor vehicles in the same condition as required during the Preaward Survey (A5.11.). The contractor personnel shall meet those standards required during the Preaward Survey.

A5.7. PERFORMANCE REQUIREMENTS SUMMARY.

A5.7.1. The performance requirements summary should include the following items. For ease of reference, a Performance Requirements Summary Table is provided in figure A5.1.

- List of contract requirements considered most critical to the satisfactory contract performance (columns 1 and 2).
- Maximum allowable degree of deviation from perfect performance for each requirement (AQL) that shall be allowed by the Government before contract performance is considered unsatisfactory (column 3).
- Explanation of the Quality Assurance methods the Government will use to evaluate the contractor's performance in meeting the contract requirements (column 4).
- Percentage of the major elements of the contract price that each listed contract requirement represents (column 5).
- Definition of the procedure the Government shall use in reducing the contractor's payment per remains, if satisfactory performance is not rendered by the contractor. The Government's primary quality assurance procedures are based on sampling of the recurring critical output products of the contract and customer complaints.

A5.7.2. The criteria for satisfactory and unsatisfactory performance are as follows:

- For areas surveilled by sampling. When the QAE discovers the number of defects in the contractor's performance exceeds the unsatisfactory level, the contractor shall be required to complete a **Contract Discrepancy Report** (CDR). The CDR requires the contractor to explain in writing why performance was unsatisfactory, how performance will be returned to satisfactory levels, and how recurrence of the problem will be prevented in the future.
- In accordance with the **Inspection of Services Clause**, the contractor will not be paid for services not rendered in accordance with the standards set forth in the contract.
- Other (nonsampled) requirements. The criteria for nonsampled requirements were derived from estimates of the level of performance experienced when the service was done by government personnel or are the level of performance deemed satisfactory to the government. The use of the **Contract Discrepancy Report** as described above applies to these requirements as well.

A5.7.3. Payments to the contractor per remains will be reduced for unsatisfactory performance using the following methods:

- For each remains, the contractor's performance will be compared to contract standards and acceptable quality levels using the government quality assurance surveillance plan.
- If performance in any required service is unsatisfactory and the poor performance is clearly the fault of the contractor, an amount of money up to the unit line item price times the percentage cost of the service as stated in column five of the Performance Requirements Summary will be deducted.

A5.7.4. The amount of money to be permanently deducted for unsatisfactory performance will be computed as follows. For areas surveilled, total unit line item price times the percentage of the function represented by the required service (column 5).

Example:

- Hygienic practices are unsatisfactory (AQL of zero percent exceeded).
- Contract price is \$500 per unit.
- Hygienic Practices deduction percentage is 5 percent.

$$\begin{aligned} \text{Contract Price} &= \$500 \\ \text{x Percentage Deduction} &= .05 \\ & \$ 25. \end{aligned}$$

- Deduction from the current invoice is \$25.

A5.7.5. Nothing in the foregoing provisions shall diminish nor preclude government actions pursuant to the default clause or other terms and conditions of this contract.

Table A5.1. Performance Requirements Summary Table.

REQUIRED SERVICE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQUIREMENT (AQL)	METHOD OF SURVEILLANCE	DEDUCTION FROM CONTRACT PRICE FOR EXCEEDING THE AQL
Provide Facility, Personnel and Motor Vehicle(s).	IAW PWS, Section C-5, Para 5.13 and PAS	0%	100% Inspection	5%
Hygienic Practices	IAW PWS, Section C-5, Para 5.1 and 5.11	0%	100% Inspection	5%
Removal of Remains	IAW PWS, Section C-5, Para 5.9	0%	Customer Complaint	4%
Complete Processing/ Reprocessing of Remains	IAW PWS, Section C-2, Para 2.3, 2.5, 2.6 and 2.7; Section C-5, Para 5.1, 5.2, 5.3 and 5.4	0%	100% Inspection and HQ AFSVA/SVOM review of DD Form 2063	37%
Dressing/Wrapper and Casketing Remains, Encasing Casket and Loading Remains	IAW PWS, Section C-5, Para 5.3.1.5, 5.3.1.6, 5.5, 5.6, 5.7 and 5.8	0%	100% Inspection and HQ AFSVA/SVOM review of DD Form 2063	4%
Provide Casket	IAW PWS, Section C-4, Para 4.1 and Technical Exhibit 2 and 4	1 Minor Defect, Provided it is not obvious	100% Inspection	39%

Table A5.1. Continued.

REQUIRED SERVICE	STANDARD	MAXIMUM ALLOWABLE DEGREE OF DEVIATION FROM REQUIREMENT (AQL)	METHOD OF SURVEILLANCE	DEDUCTION FROM CONTRACT PRICE FOR EXCEEDING THE AQL
Delivery(ies) of Remains	IAW PWS, Section C-5, Para 5.9	0%	Customer Complaint	4%
Prepare DD Form 2063 Preparation Room History	IAW PWS, Section C-5, Para 5.12	0%	100% Inspection and HQ AFSVA/SVOM review of DD Form 2063	2%
Provide shipping container	IAW PWS, Section C-4, Para 4.2 and Technical Exhibit 3	1 Minor Defect, Provided it is not obvious	100% Inspection	100%
Provide complete processing/reprocessing, cremation services casket, urn, engraving, and prepare DD Form 2063	IAW PWS, Section C-2, Para 2.3, 2.5, 2.6 and 2.7; Section C-5, Para 5.1 through 5.12; & Technical Exhibit 5 & 6	0%	100% Inspection and HQ AFSVA/SVOM review of DD Form 2063	100%

A5.8. ARMED SERVICES SPECIFICATIONS. This establishes minimum standards for caskets, shipping containers, and urns. The following documents, specifications, Federal, TT-C-490 - *Cleaning Methods and Pretreatment Methods of Ferrous Surfaces for Organic Coatings* and Standards, Military, MIL-STD-105 - *Sampling Procedures and Tables for Inspection by Attributes* of the issues in effect on date of invitation for bids or requests for proposal, form a part of this specification to the extent specified herein. Copies of specifications and standards required by bidder in connection with specific procurement functions should be obtained from the procuring agency or as directed by the Contracting Officer. Specifications and contracting requirements are provided in the following paragraphs.

A5.8.1. Metal Sealer Casket. Specifications are as follows:

- **STANDARD SIZE.** 18-gauge metal sealer, cut top. Inside dimensions shall not be less than 78 inches in length, measured between the inner surfaces of the end panels, and 23 inches in width, measured between the inner surfaces of the side panels.
- **OVERSIZE.** 18-gauge metal sealer, cut top. Inside dimensions shall not be less than 81 inches long, measured between the inner surfaces of the end panels, and 25 inches wide, measured between the inner surfaces of the side panel.

A5.8.1.1. Sample Casket. When specified, a sample completed casket and/or sample casket without upholstery shall be made available to the contracting officer or authorized representative for quality assurance inspection in accordance with A5.8.1.2.1.

- The approval of the sample is acceptance of the casket, but does not relieve the contractor of responsibility for compliance with all applicable provisions of this specification.
- The prefurnished sample(s) shall be manufactured in the same facilities used to manufacture the caskets furnished under contract.

A5.8.1.2. Materials. Materials shall, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, tolerances for materials shall, at a minimum, conform to these specifications.

- Steel: Steel sheet shall be common or standard to that used within the metal casket industry.
- Fabric (Lining): The construction of this cloth shall at a minimum be: Warp 92 ends - 100 denier dull acetate yarn; filling 52 picks - 150 denier dull acetate yarn. The acetate taffeta fabric's finish shall be flat and/or embossed. The color shall be white (ivory).
- Nonwoven Fabric Material Tissue (backing): The nonwoven material for backing the fabric of the lining assemblies shall be scrim laminate consisting of 3 x 2 1/2 nylon scrim with 2 plies of tissue adhesively bonded to each side of scrim. White in color.
- Pillow and Body Pocket. Shall be a minimum of 40% cotton and 60% liners or synthetic equivalent.
- Welding: All component parts to be welded shall be properly aligned into position prior to welding.
 - Resistance, arc, or gas welds shall be sound and free from pits, holes, or fissures.
 - Welding shall be accomplished without burning through the welded metals.
 - After any flash welding, outside exposed flash shall be removed entirely and no trace of the joint shall be visible after finishing.
 - All arc or gas welds shall have sufficient penetration to form a joint of strength equal to that of the parent metal.
 - Exposed welds shall be finished flush to the original surface and shall be undetectable after finishing.
 - Repair of welds will be accepted, provided such repaired welds meet the requirements of this specification.

A5.8.1.3. Upholstering requirements for the lining assemblies of the interior of the head panel lid, sides and ends of casket, the overlay, mattress spread, and pillow are provided in paragraphs A5.8.1.4 - A5.8.1.7.

A5.8.1.4. The two-piece top (lid) supports (one-piece top supports shall be finished to compliment the casket) and the sides of the casket body shall be backed with specified fabric.

- The head top shall be lined with interior styling.
- The foot top shall be lined with specified fabric and backing or may be upholstered by applying a rigid one-piece insert, simulating fabric finish.
- The assemblies for the lid or head panel, as applicable, top of the pillowcase, outside exposed body lining, and top side of overthrow shall be "Wave Crushed," tufted or shirred either by hand or machine.
- The interior assemblies for the sides and ends of casket shall be tailored and/or shirred by hand or machine. Before lining the casket, the inside of the shell shall be cleaned of all foreign materials.

A5.8.1.5. Pillow. The pillow shall be made of specified nonwoven material and filled with a minimum of 2-1/4 pounds of the specified filling material. The pillow shall then be encased in a specified outer fabric cover. The pillow shall be sized to properly fit the casket.

A5.8.1.6. Mattress. The mattress shall be made of specified nonwoven fabric or polyethylene (.004) film, and filled with cotton (40% cotton and 60% liners) or equivalent synthetic filling in one piece such as polyester or fiberglass, excluding all foam-type and excelsior materials.

- Quality of mattress fill, if cotton or similar, shall be 16 pounds, plus or minus 1 pound.
- Should the casket be equipped with an adjustable inner spring, the mattress fill shall render a minimum uniform thickness of 2 inches. In either case, the mattress shall be sized to properly fit the casket.

A5.8.1.7. Side panels of the casket body shall have padding in the skirting or apron area.

A5.8.1.8. Finish. The color of the casket's painted finish shall be within the range of silvertone or gray. The painted finish may be achieved through one of the two methods listed in para A5.8.1.9 and A5.8.1.10.

A5.8.1.9. Synthetic Enamel, Baked. All surfaces of metal components, including outside of bottom and inside of shell shall be thoroughly cleaned and given a phosphate coating conforming to TT-C-490.

- A primer shall be applied to all exposed surfaces and shall be sanded to a smooth finish. A primer shall be applied to the outside of bottom and inside of shell.
- All exterior metal surfaces exposed to view including surfaces that are exposed when the casket is open (not applicable to bottom) shall be coated with the appropriate color synthetic gloss enamel in a quantity not less than 2.0 mils dry film thickness.
- The exposed heads of screws or bolts used for assembling the casket shall be appropriately finished (plated or painted) to correspond or compliment the parent metal finish.
- The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film.

A5.8.1.10. Nitrocellulose lacquer (air dry or flash dry). All surfaces of metal components shall be thoroughly cleaned and given a phosphate coating conforming to TT-C-490.

- A primer shall be applied to the outside of bottom and inside of shell. The primer shall be scuff-sanded in all exposed view areas. Forced drying may be used if desired.
- All exterior metal surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom), shall be given an adequate coating of the appropriate color lacquer.

- All surfaces shall then be coated with a clear lacquer to achieve at least the required 2.0 mils dry film thickness.
 - The exposed heads of screws used for assembling the casket shall be appropriately finished (plated or painted) to correspond or compliment the parent metal finish.
 - The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film.
 - The casket shall be well finished, smooth, clear, and free from defects that may affect the appearance or serviceability.
- A5.8.1.11. A Casket Protective Cover (Paper or Plastic) common to the casket industry shall be placed over each casket.
- A5.8.1.12. CONSTRUCTION DESIGN. Sealer Casket. The casket shall be of steel gauge, US Standard, square or round ends with top and bottom molding with a painted finish as specified in A5.8.1.8. The casket may have appropriate shading effect.
- The handle assembly shall be a continuous fixed bar or swing-out type handle. Applied lugs and corners shall be plated in finish.
 - The casket shall be furnished in the specification sizes (A5.8.1.).
 - The casket shall be constructed to yield an airtight seal when closed which shall prevent the escape of odors and leakage. Airtightness compliance shall be determined in accordance with A5.8.1.23.
- A5.8.1.13. Construction details are provided in paragraphs A5.8.1.14-A5.8.1.20.
- A5.8.1.14. Body. The casket shall be fabricated from 18-gauge thick steel. The top flange shall be of the same material and thickness as the body and shall be reinforced to provide sufficient bearing to support the lid assemblies. The full length of all miters shall be welded.
- A5.8.1.15. Bottom Panel. The bottom panel shall be constructed from one piece of 18-gauge metal or better with reinforcing ridges. The construction details of the bottom follow.
- The bottom panel shall withstand, at a minimum, a 350-pound load with deformation not to exceed one quarter inch (1/4") when tested in accordance with A5.8.1.24.
 - The one-piece bottom shall be constructed of steel 18-gauge or better in thickness with adequate reinforcing ridges extending lengthwise or crosswise to the bottom.
 - The bottom panel shall be appropriately reinforced to meet weight and stress requirements.
 - The entire length and width of the bottom seams shall be (continuous) welded as specified in A5.8.1.2.
- A5.8.1.16. The casket lid. The casket shall consist of a two-piece (stamped from one piece of metal), cut top lid with traditional oval panel and top frame.
- The lid shall be fabricated of 18-gauge in thick steel.
 - The bridge between the lids to accommodate the bridge or cross gasket shall be a full header.
- A5.8.1.17. Shell Hardware. Each lid shall be hinged with two hinges each for proper support and to effect a positive seal.
- Lids shall be provided with locking supports for retaining the lids in an open position.
 - Each lid shall have two sealer locks (opposing each hinge) with nondetachable lever-operated handles, or equipped with a crank-type positive lock positive locking system with two locking device engagements opposing the hinges on each lid.
- A5.8.1.18. Handle Assembly. The handle assembly shall be a 3 x 1 or 4 x 1 continuous fixed bar or swing-out handle assembly.
- The entire handle assembly, bars, lugs, and corners shall be fabricated of metal or a combination of metals standard to the metal casket industry.
 - The entire handle assembly shall be fastened to the casket body in a manner that will ensure the handle assembly shall not rupture or deform when tested in accordance with paragraph A5.8.1.25.
 - The finish applied to the lugs and corners of the handle assembly shall be plated in a manner common to the metal casket industry.
 - The fixed bar or swing-out handles shall be painted or finished in a manner complimenting the casket.
- A5.8.1.19. Perimeter and Bridge or Cross-Gasket System. The gaskets shall be fabricated from natural rubber, neoprene, ethylene vinyl acetate (EVA) or closed cell polyvinyl chloride (PVC) or any equivalent of the aforementioned.
- Gasket corners shall be mitered and molded and either vulcanized (rubber) or heat-sealed (EVA, PVC).
 - The gasket systems with the lids in a closed, locked position shall yield an airtight seal.
- A5.8.1.20. Workmanship. The casket shall be produced by the best means employed by those skilled in the art of metal fabrication and upholstery. All parts shall be accurately formed and properly assembled into the finished article, and each casket shall be of the quality and grade of product established by this specification.
- A5.8.1.21. Quality Assurance Provisions. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein.
- Except as otherwise specified in the contract or order, the contractor may use his or her own or any other facilities suitable for the performance of the inspection requirements specified herein.

- The Government reserves the right to perform any of the inspections set forth in the specifications where such inspections are required to assure supplies and services conform to prescribed requirements.
- Quality conformance inspection. Sampling for inspection and acceptance shall be performed in accordance with the provisions set forth in MIL-STD-105, when required.
- Materials and components shall be inspected and tested in accordance with all the requirements of this specification and standard unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.
- End Item Inspection. The lot shall be all caskets offered for inspection at one time. The sample unit for this inspection shall be one complete casket.
- Visual examination of the caskets shall be in accordance with the classification of defects set forth in A5.8.1.27.
- Dimensional inspection shall be made of the finished caskets for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.
- End item testing shall be performed in accordance with A5.8.1.22.

A5.8.1.22. Test Methods are listed in paragraphs A5.8.1.23-A5.8.1.25.

A5.8.1.23. Airtightness. Federal law prohibits the use of the Halogen Leak Test. The Government and/or manufacturer shall conduct a reliable and verifiable leak test that is recognized and accepted throughout the industry for detecting casket leaks. Results will be used to determine compliance(A5.8.1.12 and A5.8.1.19).

A5.8.1.24. Bottom Deformation Test. The casket will be loaded with a uniformly distributed weight of 350 pounds.

- With lids closed and locked, the casket will be attached to a rectangular suspension frame by evenly-spaced metal straps at six points alongside each handle, as close as possible to hardware attachment points, and arranged to produce uniform weight distribution by using adjustable wedges.
- The width of the straps around the handle will be 3 inches. The suspension frame shall be lifted until the bottom of the casket clears the floor by 4 inches.
- Bottom deformation shall be measured by placing a straight edge under the casket from the front side to the back side at the casket's midpoint.
- The extent of deformation shall be the average of two measurements taken simultaneously at the front and back edges of the casket. The readings shall be determined by measuring the distance from the bottom of the casket to the top of the straight edge.
- The casket shall remain suspended for a period of 15 minutes and examined for compliance.

A5.8.1.25. Handle Bend Test, Static Loading. The test shall be in accordance with the bottom deformation test except that the casket shall be suspended at two points on each side.

- These points shall be located midway between the lugs toward the ends of the casket.
- The same test shall be performed on the end handles. Each end shall be lifted separately using two points of suspension on the end handle. Handles shall then be examined for compliance.

A5.8.1.26. CASKET CERTIFICATION. The manufacturer shall be required to provide a statement that the casket to be furnished for use under the terms of the contract conforms in all details to the minimum specifications contained therein.

A5.8.1.27. Classification of Casket Defects.

Examine	Defect	Classification-----	
		Major	Minor
Primer	No primer on outside of bottom or inside of shell	X	
Finish	Not within specified range of color	X	
All exterior metal surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom)	Orange peel or texture	X	
	Area of no film	X	
	Gritty surface or overspray that is rough to touch	X	
	Wet or tacky surface	X	
	Any permanent stain or blemish	X	
	Paint on casket		X

Examine	Defect	Classification-----	
		Major	Minor
	Finish dirty, e.g., oil, glue, or other nonpermanent stain		X
Construction and workmanship (metal, rubber, and vinyl components, general) (unless otherwise classified herein)	Any functioning assembly that is inoperative, e.g. lid locks will not operate as intended		X
	Any part loose, e.g., fixed bar is loose fit to lug or corner, but bar is adequately retained or swing out bar bent or fails to swing out smoothly		X
	Any functioning assembly that requires abnormal pressure to operate		X
Welding	Not welded where required or not specified type of welding	X	
	Weld burned through, not free from pits, holes or fissures	X	
	Outside flash not stripped	X	
	Exposed welded joints not ground and sanded flush to original surface		X
Metal fasteners (screws, bolts, nuts etc.)	Any missing, stripped or otherwise damaged	X	
	Any fastener corks	X	
	Not specified type fastener	X	
Upholstery	Any component missing or stained.....	X	
	Any open seam, tear, or material defect.....	X	
	Waving or pleating crushed or matted down.....	X	
	Lining pulled away where it should be affixed.....	X	
Assembly	Lid not properly centered on body, i.e., no clearance between top molding and lid angle (check with lid secured in place).....	X	
	Evidence of no gasket compression when lids are securely fastened to body.....	X	
	Any part perceptibly out of square or not symmetrical.....	X	
	Casket rocks more than 1/2 inch when placed on a level surface (check with lid secure in place).....	X	

A5.8.2. **HARDWOOD CASKETS.** This specification establishes minimum standards for hardwood caskets. The document, Standards, Military, MIL-STD-105 - *Sampling Procedures and Tables for Inspection by Attributes*. The issue in effect on date of invitation for bids or requests for proposal forms a part of this specification to the extent specified herein. Specifications and requirements are provided in the following paragraphs.

A5.8.2.1. **Standard Size - Perfection Cut Half Couch Hardwood Casket.** Inside dimensions shall not be less than 77 1/2 inches in length, measured between the inner surfaces of the end panels, and 22 1/2 inches in width, measured between the inner surfaces of the side panels.

A5.8.2.2. **Sample Casket.** When specified, a sample completed casket and/or sample casket without upholstery, shall be made available to the contracting officer or his or her authorized representatives for quality assurance inspection in accordance with A5.8.2.24.

- The approval of the sample is acceptance of the casket, but does not relieve the contractor of responsibility for compliance with all applicable provisions of this specification.
- The prefurnished sample(s) shall be manufactured in the same facilities used to manufacture other caskets to be furnished under contract.

A5.8.2.3. Materials and their tolerances shall, unless otherwise specified herein, as a minimum, conform to the applicable specifications and requirements specified hereinafter.

A5.8.2.4. Woods. Select hardwoods shall be used throughout the caskets. The hardwood used in fabricating or constructing the caskets shall be one of the following: poplar, salix (willow), or cottonwood. Thickness of the rough lumber used in hardwood caskets shall not be less than 4/4 (1-inch) stock.

A5.8.2.5. Fabric (Lining). The construction of this cloth shall as a minimum be: Warp 92 ends - 100 denier dull acetate yarn; filling 52 picks - 150 denier dull acetate yarn. The acetate taffeta fabric's finish shall be flat and/or embossed. The color shall be rosetan.

A5.8.2.6. Nonwoven Fabric Material Tissue. The nonwoven material for backing the fabric of the lining assemblies shall be scrim laminate consisting of 3 x 2 1/2-inch nylon scrim with 2 plies of tissue adhesively bonded to each side of scrim. White in color.

A5.8.2.7. Pillow and Body Pocket shall be a minimum of 40% cotton and 60% linters or synthetic equivalent.

A5.8.2.8. Upholstering requirements for the lining assemblies of the interior head panel lid, sides and ends of casket, the overlay, mattress spread, and pillow are provided in paragraphs A5.8.2.9 - A5.8.2.12.

A5.8.2.9. Lining Assemblies. The lining assemblies for the interior of the head panel lid, sides and ends of casket; overlay; mattress spread; pillowcase; two piece top (lid) supports; (one-piece top (lid) supports shall be finished to compliment the casket); and the sides of the casket body shall be backed with specified nonwoven fabric.

- The head top shall be lined with interior styling.
- The foot top shall be lined with specified fabric and backing or may be upholstered by applying a rigid one piece insert, simulating fabric finish.
- The assemblies for the lid or head panel, as applicable; top of the pillowcase; outside exposed body lining; and top side of overthrow shall be "Wave Crushed," tufted, tailored, or shirred either by hand or machine. The puffing may be shirred or tailored.
- The interior assemblies for the sides and ends of casket shall be tailored and/or shirred by hand or machine. Before lining the casket, the inside of the shell shall be cleaned of all foreign material.

A5.8.2.10. Pillow. The pillow shall be made of specified nonwoven material and filled with a minimum of 2 1/4 pounds of the specified filling material. The pillow shall then be encased in a specified outer fabric cover. The pillow shall be sized to properly fit the casket.

A5.8.2.11. Mattress. The casket shall be equipped with an adjustable inner spring. The mattress shall be made of specified fabric or polyethylene (.004) film and filled with cotton or synthetic filling in one piece, such as polyester, excluding all foam type, excelsior materials, and fiberglass. The mattress fill shall render a minimum uniform thickness of 2 inches. The mattress shall also be sized to properly fit the casket.

A5.8.2.12. Side panels of the casket body shall have padding in the skirting or apron area.

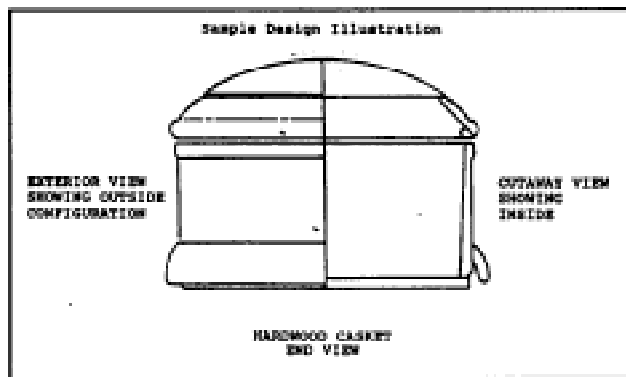
A5.8.2.13. Finish. All exposed surfaces of wood components shall be thoroughly sanded.

- A walnut color stain and sealer shall be applied to all exposed surfaces and edges.
- A walnut color stain shall be applied to the outside edge of the bottom of the hardwood casket.
- Exterior wood surfaces, exposed to view, including surfaces that are exposed when the casket is opened (not applicable to the bottom) shall be given an adequate coating of the appropriate finish.
- The casket shall have either a satin or high-gloss appearance following final finishing process. The sealer shall be scuff-sanded in all exposed view areas. Forced drying may be used, if desired.
- The exposed heads of screws used for assembling the casket shall be appropriately finished (plated or painted) to correspond or compliment the parent finish.
- The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks or areas of thin coating or no coating.
- The casket shall be well-finished, smooth, clear and free from defects which may affect appearance or serviceability.

A5.8.2.14. Casket Protective Cover. A cover common to the casket industry shall be placed over each casket.

A5.8.2.15. Construction Design. The casket shall be of hardwood, 4/4 (1-inch) stock. The casket shall have ledge and base molds, also commonly known within the hardwood casket industry as a "Stateside" design, as illustrated below. The handle assembly shall be a swing-out type handle. Applied lugs and corners shall be either plated in finish if metal, or if hardwood, finished in the same manner as the casket's finish.

Figure A5.1. Sample Design Illustration.



A5.8.2.16. Construction Details are provided in paragraphs A5.8.2.17 - A5.8.2.23.

A5.8.2.17. Body. The casket shall be fabricated or constructed from not less than 4/4 (1 inch) stock hardwood. The ledge shall be of the same material as the body and shall be reinforced to provide sufficient bearing to support the lid assemblies.

A5.8.2.18. Bottom Panel. The bottom panel shall be constructed from hardwood lumber not less than 4/4 (1-inch) rough hardwood stock. The bottom panel shall withstand, as a minimum, a 350-pound load with no deformation when tested according to A5.8.2.31. The bottom panel shall be appropriately reinforced to meet weight and stress requirements.

A5.8.2.19. Lid. The casket shall consist of a two piece, cut top lid with traditional oval panel, top frame, and header.

A5.8.2.20. Assembly. Accurate tightly mitered joints shall be assembled, using joint locks, nails, and glue common to standard industry practices. Exterior surfaces shall be sanded to a uniform condition to accept exterior finishing materials. Bottoms shall be installed in accordance with industry practices. Top and base moldings before milling shall have been at least 4/4 (1-inch) stock. No trace or screw or nail heads shall be visible after finishing.

A5.8.2.21. Shell Hardware. Each lid shall be hinged with two hinges each for proper support. Lids shall be provided with locking support for retaining the lids in an open position. Each lid shall have a positive lock.

A5.8.2.22. Handle assembly shall be 3 x 1 or 4 x 1 continuous swing-out handle assembly. The entire handle assembly shall be fastened to the casket body in a manner that will ensure the handle assembly shall not rupture or show deformation when tested in accordance with A5.8.2.31. The finish applied to the handle assembly shall be painted or plated in finish (if metal), or if hardwood, finished in the same manner as the casket.

A5.8.2.23. Workmanship. The casket shall be produced by the best means employed by those skilled in hardwood casket fabrication and upholstering. All parts shall be accurately machined and properly assembled into the finished article, and each casket shall be of the quality and grade of the product established by this specification.

A5.8.2.24. Quality Assurance Provisions. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are required to assure supplies and services conform to prescribed requirements.

A5.8.2.25. Quality Conformance Inspection. Sampling for inspection and acceptance shall be performed in accordance with the provisions set forth in MIL-STD-105, when required.

A5.8.2.26. Inspection of Materials and Components. Components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

A5.8.2.27. End-Item Inspection. The lot shall be all caskets offered for inspection at one time. The sample unit for this inspection shall be one complete casket.

A5.8.2.28. Visual Examination. Examination of the caskets shall be in accordance with classification of defects set forth in A5.8.2.33. Table I.

A5.8.2.29. Dimensional Examination. Inspection shall be made of the finished caskets for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.

A5.8.2.30. End Item Testing. Testing shall be performed in accordance with paragraph A5.8.2.31.

A5.8.2.31. Test Methods.

- Bottom Test. The casket shall be loaded with a uniformly distributed weight of 350 pounds and the lids closed and locked. The casket shall then be attached to a rectangular suspension frame by six evenly spaced metal straps alongside each handle, as close to hardware attachment points as possible, and shall be arranged to produce uniform weight

distribution, using adjustable wedges. The width of the strap around the handle shall be 3 inches. The suspension frame shall be lifted until the bottom of the casket has cleared the floor 4 inches. There shall be no deformation when loading the casket. Loading of the casket should not produce any separation between the bottom boards and the sides of the casket.

- **Handle Bend Test, Static Loading.** The test shall be in accordance with the bottom test except that the casket shall be suspended at two points on each side. These points shall be located midway between the lugs toward the ends of the casket. The same test shall be performed on the end handles, and each end shall be lifted separately using two points of suspension on the end handle. Handles shall then be examined for compliance.

A5.8.2.32. **Casket Certification.** The manufacturer shall be required to provide a statement that the casket furnished for use under the terms of the contract conforms in all details to the minimum specifications contained therein. Extra copies of the specification may be obtained from the contracting officer.

A5.8.2.33. Classification of Casket Defects.

Examine	Defect	Classification	
		Major	Minor
Color			
All exposed surfaces	No color on outside and outside of bottom or edge of bottom	..	X
Finish			
All exterior wood surfaces exposed to view, including surfaces that are exposed when casket is opened (not applicable to bottom)	Not uniform range of color.....		X
	Orange peel or texture.....	X	
	Area of no film.....	X	
	Gritty surface or over-spray that is rough to touch.....	X	
	Wet or tacky surface.....	X	
	Any permanent stain or blemish.....	X	
	Finish dirty, e.g., oil, glue, or other non-permanent stain.....		X
Construction and workmanship			
	Any functioning assembly that is inoperative, e.g., lid locks will not operate as intended.....	X	
	Any part loose, e.g., swing out bar is loose fit to lug, but bar is adequately retained or swing out bar bent or fails to swing out smoothly.....		X
	Any functioning assembly that requires abnormal pressure to operate.....		X
Assembly			
	Split or open joints.....	X	
	End grain visible on miters.....		X
	Open miter.....		X
	Split or openings in wood surface	X	
	Lid not properly centered on body, i.e., no clearance between top molding with lid angle (check with lid secured in place).....	X	
	Any part perceptibly out of square or not symmetrical.....	X	

Examine	Defect	Classification	
		Major	Minor
	Casket rocks more than 1/2" when placed on a level surface (check with lid secured in place).....	X	
Metal fasteners	Any missing, stripped or otherwise damaged screws, nails, bolts, nuts, etc.....	X	
	Any fastener cocked.....	X	
	Any screw or nail head visible.....	X	
Upholstery	Any component missing or stained.....	X	
	Any open seam, tear or material defect...	X	
	Waving or pleating crushed or matted down.....	X	
	Lining pulled away where it should be affixed.....	X	

A5.8.3. Shipping Cases (Air Tray or Equivalent)

Casket shipping containers are authorized for shipment of standard and oversize caskets. Casket shipping containers furnished by contractors shall conform to the Performance Testing Specification requirements of the air carriers and subsequent connecting carriers. For overseas shipment, the contractor shall provide a casket shipping container that meets the requirements of the air carrier(s) and overseas countries involved.

A5.8.4. Solid Hardwood Urns. This specification establishes minimum standards for hardwood urns. Specifications and requirements are provided in the following paragraphs.

A5.8.4.1. Classification.

- Standard Size - Solid American Black Walnut (*Juglans Nigra*) Urn. The design shall be cube-like with flared base and no single dimension less than one-half (1/2) the length, width, or depth. It shall have at least one dimension of no less than 6 inches. Inside capacity shall be no less than 200 cubic inches.
- Oversize - Solid American Black Walnut (*Juglans Nigra*) Urn. The design shall be cube-like with flared base and no single dimension of less than one-half (1/2) the length, width, or depth. It shall have at least one dimension of no less than 7 1/2 inches. Inside capacity shall be not less than 300 cubic inches.

A5.8.4.2. Required Sample Urn. A sample completed urn shall be made available to the contracting officer or authorized representative for quality assurance inspection in accordance with paragraph A5.8.4.18. The approval of the sample is acceptance of the urn but does not relieve the manufacturer of responsibility for compliance with all applicable provisions of this specification. The prefurnished sample(s) shall be manufactured in the same facilities used to manufacture urns to be furnished under the contract.

A5.8.4.3. Materials. Materials shall, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, material tolerances for materials shall, as a minimum, conform to this specification.

A5.8.4.4. Woods. The entire urn shall be crafted exclusively from kiln dried solid American Black Walnut (*Juglans Nigra*), graded FAS using National Hardwood Lumber Association standards. Thickness of all lumber used in the urns shall not be less than 3/4-inch stock.

A5.8.4.5. Inner Container. The inner container which shall receive the cremated remains (cremains) for standard size urn shall be a polyethylene bag, 4 mm in thickness, with gusset, and of sufficient size (dimensions) to accommodate not less than 200 cubic inches of cremains and proper closure. The closure device shall be a plastic pull through tie. The same provisions apply for the oversize urn, except the bag shall accommodate not less than 300 cubic inches of cremains and proper closure.

A5.8.4.6. Inner Surfaces. All inner surfaces of the urns shall be thoroughly sanded, removing all mill, machine, and cross-grain sanding marks. A walnut filler stain shall be evenly applied to all interior surfaces followed by an adequate coat of lacquer.

A5.8.4.7. Hardware. Any component other than the wood specified in paragraph A5.8.4.4 that is used in assembling the urn shall be of solid brass metal.

A5.8.4.8. Engraving Plate. The urn shall be provided with a 2 1/2-inch x 5-inch under brass nameplate with a 2-inch x 4 1/2-inch black brass nameplate (black brass nameplate engraves brass color). The black brass nameplate shall have brass

mounting screws in each corner of this plate. The plate shall be centered from left to right on the lower portion of the face side of the urn.

A5.8.4.9. Military Emblem. A cast bronze military emblem shall be affixed to the urn. The emblem's finish shall be satin for the raised portion, while the background shall be a contrasting darker color. The emblem shall be 3-inch in diameter. The emblem shall be affixed to the face side of the urn with two threaded brass studs, nuts, and washers. The portion of the studs extending beyond the nuts inside the urn shall be covered to prevent penetration and perforation of the urn's inner container. The emblem shall be centered from left to right on the upper portion of the face side of the urn to allow a balanced space below for the engraving plate. The military emblems to be provided are US Air Force, US Navy, US Marine Corps, US Army, and US Coast Guard, as stipulated by the contracting officer or the designated representative. Specific emblems to be provided are illustrated in Figure A5.2.

A5.8.4.10. Finish. The urn's exterior finish shall be satin. A walnut filler stain shall be applied to all exterior surfaces, inner base edge, and bottom panel edges prior to finishing. Not less than four coats of clear nitrocellulose lacquer, either air-dried or flash-dried, shall be applied to all exterior surfaces, the inner base edge of the body, and the edge of the bottom panel. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin coating or no coating. The urn shall be well-finished, smooth, clear, and free from defects which may affect appearance or serviceability.

A5.8.4.11. Packaging. The urn shall be enveloped by one of the following prior to placement in the corrugated shipping carton: Kimpak or equivalent, or a soft protective cloth.

A5.8.4.12. Construction Design

A5.8.4.13. Body. The urn's body shall be crafted so the wood's grain is horizontal and the outer or exterior surfaces shall have the grain match or chase within 1/8-inch on three corners of the body. The body's top shall have a molding edge, applied or shaped design. The base of the body sides shall also have an edge applied or shaped design to compliment the top of the body.

A5.8.4.14. Bottom Panel. The bottom panel may incorporate the shaped edge rather than the above configuration if preferred by the manufacturer. The bottom panel shall be crafted in a manner that will either fit snugly and recessed into the body or flush tight fit to the body of the urn. The bottom panel shall be affixed to the body of the standard size urn, using not less than four brass screws of sufficient size to preclude accidental warping or separation and stripping when removing and replacing the bottom panel with body. The bottom panel shall be affixed to the body of the oversize urn using not less than six brass screws of sufficient size to preclude accidental warping or separation and stripping when removing and replacing the bottom panel with body.

A5.8.4.15. All wood surfaces of the assembled urn shall be thoroughly sanded before the finishing process. Final sanding shall remove all mill, machine, and cross-grain sanding marks. The body corners shall be of a standard 45 degree miter. The body sides and top shall be joined together by resorcinol (waterproof) glue. All joints where two or more pieces of wood are joined together shall be tight, accurate, and even.

A5.8.4.16. The urn shall be produced by the best means employed by those skilled in hardwood craftsmanship and fabrication. All parts shall be accurately machined and properly assembled into the finished article, and each urn shall be of the quality and grade of the product established by this specification.

A5.8.4.17. Fabrication. Urns shall be crafted and assembled within the United States of America.

A5.8.4.18. Quality Assurance Provisions. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use his own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specification where such inspections are required to assure supplies and services conform to prescribed requirements.

Figure A5.2. Illustration of Military Symbols.



A5.8.4.19. Quality Conformance Inspection. Sampling for inspection and acceptance shall be performed in accordance with the provisions set forth herein when required.

A5.8.4.20. Inspection of Materials and Components. Components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified, or qualified in this specification or applicable purchase document.

A5.8.4.21. End-Item Inspection. The lot shall be all urns offered for inspection at one time. The sample unit for this inspection shall be one complete standard size urn and one oversize urn.

- Visual Examination. Examination of all urns to be procured shall be in accordance with the classification of defects set forth in A5.8.4.23., Table I.
- Dimensional Examination. Inspection shall be made of the finished urns for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.
- End Item Testing. Testing shall be performed for compliance with the provisions of this specification.

A5.8.4.22. Urn Certification. The manufacturer shall provide a letter of certification in each urn to be furnished for deceased armed services personnel, certifying the urn conforms to and meets or exceeds this armed services specification.

A5.8.4.23. Classification of Urn Defects.

Examine	Defect	Classification	
		Major	Minor
Size	Not specified design.....	X	
	Not specified capacity.....	X	
Wood	Not solid American Black Walnut.....	X	
Color (Stain)	No color on outside or bottom		
All exposed surfaces		X	
Finish	Not uniform range of color.....	X	
	Orange peel or texture.....	X	
	Area of no film.....	X	
	Gritty surface or over-spray that is rough to touch.....	X	
	Wet or tacky surface.....	X	
	Any permanent stain or blemish.....	X	
	Finish dirty, e.g., oil, glue, or other non-permanent stain.....	X	
Construction and workmanship	Any functioning assembly that is inoperative, e.g., bottom.....	X	
	Any part loose, e.g., loose fit to corner....	X	
	Any functioning assembly that requires abnormal pressure to insert and remove.....		X
Assembly	Split or open joints.....	X	
	End grain visible on miters.....		X
	Open miter.....	X	
	Split or openings in wood surface.....	X	
	Any part perceptibly out of square or not symmetrical.....	X	
	Urn rocks more than 1/16 of one inch when placed on a level surface.....	X	

Examine	Defect	Classification	
		Major	Minor
Metal fasteners screws	Any missing, stripped or otherwise or otherwise damaged.....	X	
Inner Surfaces	Thin or bare areas.....	X	
Bottom Panel	Does not fit tightly against or into the body.....	X	
	Has less than required number brass screws.....	X	
Inner Container	Too small in size.....	X	
	Plastic too thin.....		X
Emblem	Not centered.....		X
	Not in upper portion of urn.....	X	
	Slight gap between emblem and urn...		X
	Not proper size.....	X	
Engraving Plate	Not centered.....		X
	Not in lower portion of urn.....	X	
	Slight gap between plate and urn.....	X	

A5.8.5. Solid Bronze Urns. This specification establishes minimum standards for solid bronze urns. Specifications and requirements are provided in the following paragraphs.

A5.8.5.1. Classification.

- Standard Size. Solid bronze urn shall be a cube-like design. It shall have no single dimension being less than 1/2-inch the length, width, or depth. It shall have at least one dimension being no less than 5 1/2 inches. Inside capacity shall be not less than 200 cubic inches.
- Oversize. Solid bronze urn shall be a cube-like design. It shall have no single dimension being less than one-half (1/2) the length, width or depth. It shall have at least one dimension no less than 6 inches. Inside capacity shall not be less than 300 cubic inches.

A5.8.5.2. Required Sample Urn. A sample completed urn with inner container shall be made available to the contracting officer or authorized representative for quality assurance inspection in accordance with paragraph A5.8.5.16. The approval of the sample is acceptance of the urn, but does not relieve the manufacturer of responsibility for compliance with all applicable provisions of this specification. The prefurnished sample(s) shall be manufactured in the same facilities used to manufacture urns furnished under the contract.

A5.8.5.3. Materials. Materials shall, as a minimum, conform to the applicable specifications and requirements specified hereinafter. Unless otherwise specified herein, material tolerances for materials shall, as a minimum, conform to this specification.

A5.8.5.4. Metal. The metal shall be a bronze or commercial bronze alloy with a minimum of 85 percent copper and the balance shall be comprised of tin, lead, and/or zinc, or any other commercially accepted alloying metals. The metal shall be wrought and/or cast. The finished wrought metal shall be not less than 0.090 inch. The finished cast metal shall be not less than 0.125 inch.

A5.8.5.5. Welding. All component parts to be welded shall be properly aligned into position prior to welding. Resistance, arc or gas welds shall be sound and free from pits, holes, or fissures. Welding shall be accomplished without burning through the welded metals. After any flash welding, outside exposed flash shall be removed entirely and no trace of the joint shall be visible after finishing. Exposed welds shall be finished flush to the original surface and shall not be readily detectable after finishing. Repair of welds will be accepted, provided such repaired welds meet the requirements of this specification. Silver and soft solder techniques are permitted as elective methods.

A5.8.5.6. Inner Container. The inner container which shall receive the cremated remains (cremains) for standard size urn shall be a polyethylene bag, 4 mm thick, with gusset, and of sufficient size (dimensions) to accommodate not less than 200 cu in of cremains and proper closure. The closure device shall be a plastic pull-through tie. The same provisions apply for the oversize urn with the exception that the bag shall accommodate not less than 300 cu in of cremains and proper closure.

A5.8.5.7. Military Emblem. The urn shall have affixed a cast bronze military emblem. The emblem's finish shall be satin for the raised portion while the background shall be a contrasting darker color. The emblem shall be 3 inches in diameter. The emblem shall be affixed to the face side of the urn with two threaded brass studs, washers, and nuts. The portions of the studs extending beyond the nuts inside the urn shall be covered to prevent penetration and perforation of the urn's inner container. The emblem shall be centered from left to right on the upper portion of the face side of the urn to allow a balanced space below for engraving. The military emblems to be provided are US Air Force, US Navy, US Marine Corps, US Army, and US Coast Guard as stipulated by the contracting officer or the designated representative. Specific emblems to be provided are illustrated in Figure A5.2.

A5.8.5.8. Finish. For wrought urns, the exterior finish shall be satin. The back or bottom panel may be painted if recessed in the body of the urn. For cast urns, the exterior finish shall be matte natural bronze. The bottom panel may be painted if recessed in the body of the urn. Nitrocellulose Lacquer (air dry or flash dry) will be used. All metal component surfaces shall be thoroughly cleaned. All exterior metal surfaces exposed to view including other exposed surfaces shall be given an adequate coating of the appropriate color lacquer, or all surfaces shall then be coated with a clear lacquer. This process must achieve at least the required more than 1.0 mil dry film thickness. The exposed heads of screws used for assembling the urn bottom shall be appropriately finished to correspond or compliment the parent metal finish. The finish coat shall level out to produce a smooth and uniform flow without orange peel, runs, wrinkles, drops, streaks, or areas of thin film or no film. The urn shall be well finished, smooth, clear, and free from defects which may affect the appearance or serviceability.

A5.8.5.9. Packaging. The urn shall be enveloped by one of the following prior to placement in the corrugated shipping carton: tissue, felt paper, foam material or any other material that has equal or better protective characteristics.

A5.8.5.10. Construction Design.

A5.8.5.11. Body. Any and all seams and joints where two or more parts of the body are joined together during fabrication shall be joined as one piece by a continuous metallic bead weld.

A5.8.5.12. Bottom or Back Panel. This panel shall be separate from the body. A bronze plate shall meet flush with all sides of the body of the urn or shall fit recessed in an equally snug manner to all sides of the body of the urn.

A5.8.5.13. Closure. The bottom or back panel shall fasten to the body of the urn with a minimum of four brass screws. One screw placed in each corner of the panel. The brass screws shall be not less than No. 6-32 x 3/8-inch flat head machine screws.

A5.8.5.14. Fabrication and Assembly. Urns shall be fabricated/manufactured and assembled within the United States of America.

A5.8.5.15. Workmanship. The urn shall be produced by the best means employed by skilled metal fabrication artists. All parts shall be accurately formed and properly assembled into the finished article, and each urn shall be of the quality and grade of product established by this specification.

A5.8.5.16. Quality Assurance Provisions. Unless otherwise specified in the contract or purchase order, the contractor is responsible for the performance of all inspection requirements as specified herein. Except as otherwise specified in the contract or order, the contractor may use his or her own or any other facilities suitable for the performance of the inspection requirements specified herein. The Government reserves the right to perform any of the inspections set forth in the specifications where such inspections are required to assure supplies and services conform to prescribed requirements.

A5.8.5.17. Quality Conformance Inspection. Sampling for inspection and acceptance shall be performed, when required, in accordance with the provisions set forth herein.

A5.8.5.18. Inspection of Materials and Components. Components and materials shall be inspected and tested in accordance with all the requirements of this specification and standards unless otherwise excluded, amended, modified or qualified in this specification or applicable purchase document.

A5.8.5.19. End-Item Inspection. The lot shall be all urns offered for inspection at one time. The sample unit for this inspection shall be one complete standard size and one oversize urn.

A5.8.5.20. Visual Examination. Visual examination of all urns to be procured shall be in accordance with the classification of defects set forth in A5.8.5.24., Table I.

A5.8.5.21. Dimensional Examination. Inspection shall be made of the finished urns for dimensions specified. Any noncompliance with specified requirements shall constitute a defect.

A5.8.5.22. End Item Testing. Testing shall be performed for compliance with the provision of this specification.

A5.8.5.23. Urn Certification. The manufacturer shall provide a letter of certification in each urn to be furnished for deceased Armed Services personnel, certifying the urn conforms to and meets or exceeds this armed services specification.

A5.8.5.24. Classification of Urn Defects.

Examine	Defect	Classification	
		Major	Minor
Size	Not specified dimensions.....	X	
Metal	Not specified metal.....	X	
Finish	Not within specified		
All exterior metal	color match	X	
surfaces exposed to	Orange peel or texture.....	X	
view	Area of no film.....	X	
	Gritty surface or overspray that is rough		
	to touch.....		X
	Wet or tacky surface.....	X	
	Any permanent stain or		
	blemish.....	X	
	Finish dirty, e.g., oil glue, or other non-		
	permanent stain		X
Construction and	Any functioning assembly		
workmanship (metal,	that is inoperative,		
polyethylene	e.g., screw will not		
components)	loosen or tighten as		
	intended.....		X
Any part loose			X
	Any functioning assembly		
	that requires abnormal		
	pressure to operate.....		X
Welding/soldering	Not welded/soldered where		
	required or not specified		
	type of welding/soldering.....	X	
	Burned through, not free from pits,		
	holes or fissures.....	X	
	Outside flash not		
	stripped.....	X	
	Exposed joints not ground and sanded		
	flush to original surface.....	X	
	Evidence of bleedout		
	(a darkened area on the		
	urn compared to the rest		
	of the urn's colored		
	surfaces).....	X	
Metal Fasteners	Any missing, stripped,		
(screws)	or otherwise damaged.....	X	
	Not specified type		
	fastener.....	X	
Assembly	Any part perceptibly		
	out of square or not		
	symmetrical.....	X	
	Urn rocks more than 1/16		
	of one inch when		
	placed on a level		
	surface.....	X	

Examine	Defect	Classification	
		Major	Minor
Inner Container	Too small in size.....	X	
	Plastic too thin.....		X
Emblem	Not centered.....		X
	Not in upper portion of urn.....	X	
	Not affixed as specified.....	X	
	Gap between emblem and urn.....		X
	End of stud inside urn not properly covered.....	X	

A5.8.6. CREMATORY AND CREMATION PROCEDURES. This specification establishes crematory and cremation procedures for remains of the armed services.

A5.8.6.1. Terms and Definitions.

Authorizing Agent(s) - mortuary officer of the military installation caring for the remains.

Cremated Remains - The remaining bone fragments after the cremation process is completed.

Cremation - The technical heating process that reduces human remains to bone fragments. The reduction takes place through combustion and evaporation.

Cremation Chamber - The enclosed space within which the cremation process takes place. Cremation chambers covered by these procedures shall be used exclusively for the cremation of human remains.

Hardwood Casket - The container in which the human remains shall be delivered to the crematory to be placed in the cremation chamber for cremation. The casket shall meet or exceed the hardwood casket specifications.

Crematory Authority - The legal entity or the authorized representative of the legal entity who conducts the cremation.

Crematory or Crematorium - The building that houses the cremation chamber.

Holding Facility - An area designated for the retention of human remains prior to cremation within the crematory facilities that shall comply with any applicable public health laws, preserve the dignity of human remains, and recognize the personal integrity and health of the crematory authority personnel operating the cremation chamber.

Human Remains - The dead human body or portions thereof prior to cremation.

Processed Remains - The end result of pulverization where the residual from the cremation process is cleaned, leaving only bone fragments reduced to unidentifiable dimensions.

Sealable Container - Any container in which processed remains can be placed and sealed to prevent leakage of processed remains or the entrance of foreign materials.

A5.8.6.2. Receipt and Identification of Remains at the Crematory.

- Casketed (prepared, dressed and cosmetized) remains shall be received from the government's contract funeral service establishment on the same day the cremation shall be accomplished.
- Identification of the casketed remains shall be verified at the crematory by the crematory authority upon receipt by checking the tag affixed to the casket handle at the head end of the casket bearing the decedent's name, rank, social security number, and date of death. Additionally, this information shall be verified with the information contained on the documentation accompanying the remains. This verification shall constitute adequate identification of the remains by the crematory authority. In the event the information exhibited on the tag is not in agreement with the documentation

accompanying the remains, no cremation shall be accomplished until the identification discrepancy is resolved with the authorizing agent.

A5.8.6.3. Holding Human Remains for Cremation.

- When the crematory authority is unable to cremate the human remains immediately upon taking custody thereof, the crematory authority shall place the remains in the holding facility.
- A crematory authority shall not accept for holding a casketed remains from which there is any evidence of leakage of fluids through the clothing, military blanket or mattress, or any other interior aspect of the casket from the human remains therein.
- Holding facilities shall be secure from access by anyone other than crematory authority personnel.

A5.8.6.4. Cremation of Human Remains.

- The simultaneous cremation of more than one human remains within the same cremation chamber is specifically forbidden.
- Immediately prior to being placed within the cremation chamber, the crematory authority shall verify the identification of the remains. Upon verification, the identification from the outside of the hardwood casket shall be removed and placed near the cremation chamber control panel where it shall remain in place until the cremation process is complete.

A5.8.6.5. Processing Cremated Remains.

- Upon completion of cremation all residuals of the cremation process shall be removed from the cremation chamber, insofar as humanly possible, and the chamber swept clean. Residual shall be placed a container or tray that will ensure against commingling with other cremated remains. The identification shall be removed from the control panel area and attached to the container or tray to await final processing.
- All residuals of the cremation process shall undergo final processing. Any residual shall be manually cleaned of anything other than bone fragments, and the fragments shall then be processed and reduced to an unidentifiable dimension, less than 1/8 inch in size.
- All body prosthesis, bridgework, or similar items removed from the cremated remains, shall be destroyed by the crematory authority unless authorization to do otherwise is specifically granted in writing by the authorizing agent.

A5.8.6.6. Packaging of Cremated Remains.

- The entire processed remains shall be placed in a sealable container. The sealable container contents shall not be contaminated with any other object.
- The sealable container and identification of the cremated remains shall be placed within a temporary sealable container. If the cremated remains within the sealable container does not completely fill the container, the extra space shall be filled with clean absorbent cotton and the lid or top then securely closed.
- If the entire processed remains will not fit within the sealable container, the remainder shall be placed in a second, separate sealable container.
- When a sealable container is used to return the processed remains, the container shall be placed within a corrugated box and all box seams shall be taped closed to increase the security and integrity of that container. The outside of the container shall be clearly identified with the name, rank, and social security number of the deceased person whose processed remains are contained therein.

A5.8.6.7. Release of Containerized Cremated Remains. The crematory authority shall release and give the containerized cremated remains to the contract funeral service establishment and escort the same day the processed cremated remains are containerized.

A5.8.7. Infant and Child Caskets and Shipping Cases. This specification establishes minimum standards for infant and child caskets and shipping cases.

A5.8.7.1. Classification. Caskets and shipping cases covered by this specification shall be of the following types and sizes.

- Infant Caskets, Polystyrene - Sizes (outside length) not less than 23" nor more than 27".
- Child Caskets, Wood, Cloth Covered - Sizes 2'6", 3', and 4'.
- Shipping Cases - Suitable outer shipping case for casket sizes indicated above.

A5.8.7.2. Applicable Documents. There are no documents applicable to this part of this specification.

A5.8.7.3. Construction and Design.

- Infant Casket - Casket shall be fabricated from high density polystyrene or equivalent, having no welds, seams or joints. The casket shall be constructed to form a tight hermetical seal when the casket lid is closed. Casket exterior shall be finished white in color. Pillow and mattress fill shall be cellu-down or equivalent. Interior lining shall be backed with cotton or equivalent. Pillow and mattress outer covering and interior casket lining shall be finished/lined in white crepe material. The casket shall be furnished with a suitable outer shipping case.
- Child Casket - Casket shall be of a seasoned wood, standard to the casket industry. The casket outer covering shall be lambskin or equivalent, white in color. The hardware shall be common to the casket industry. Casket interior lining shall be backed with cotton or equivalent. The pillow and mattress fill shall be of cellu-down or equivalent. The pillow and

mattress outer covering and casket interior lining shall be finished in white crepe material. The casket shall be furnished with a suitable outer shipping case.

A5.8.7.4. Defects. Infant and child caskets shall be free of all defects (materials and workmanship) affecting their appearance and serviceability.

A5.8.7.5. Casket Certification. The contractor/manufacturer shall be required to provide a statement that the casket to be furnished for use under the terms of the contract conforms in all details to the minimum specifications contained therein.

A5.9. QUALITY ASSURANCE EVALUATOR SURVEILLANCE PLAN FOR MORTUARY SERVICES.

A5.9.1. Introduction: This Quality Assurance Surveillance Plan was developed to implement AFI 164-108, *Base Level Service Contract Administration*. It is designed to aid the Air Force Quality Assurance Evaluator (QAE) in providing effective and systematic surveillance of all aspects of the Mortuary Services being provided. This plan provides for monitoring all contract requirements through a combination of methods as follows:

- Inspection
- Customer Complaint
- HQ AF Mortuary Affairs Review of DD Form 2063

A5.9.1.1. The objective of the surveillance plan is to evaluate how the contractor is performing in key areas. We are primarily interested in the final product of services the contractor provides and not necessarily the details of how he does it.

A5.9.1.2. How to use the Surveillance Plan. The QAE is responsible for using this surveillance plan.

- The QAE will complete the inspection checklist portion of DD Form 2063.
- The QAE is responsible for using guides in the performance of surveilling the contractor. Surveillance by customer complaints is set forth in AFI 164-108 (formerly AFR 400-28), *Base Level Services Contracts*.
- The QAE cannot develop a monthly schedule for this service. Services will be inspected as they are scheduled.
- The first inspection shall be after the remains are processed or reprocessed. The second inspection shall be after the remains are clothed/wrapped and placed in the casket. Additional inspection shall be conducted, as required, until noted discrepancies are removed and the mortuary services rendered appear to be satisfactory.
- The contractor's establishment, personnel, grounds, equipment, and motor vehicles shall be inspected by the QAE to determine whether the standards cited are still being maintained. Noncompliance shall be called to the contracting officer's attention for action against the contractor.
- The contractor's professional/technical performance in the complete processing/reprocessing of remains shall be evaluated by HQ AF Mortuary Affairs. The evaluation shall be accomplished by review of DD Form 2063, completed by the contractor, and shall be applied against the armed services requirements specified in this SOW.
- In the event remains handled under this contract arrive at final destination or are subsequently found to be in unsatisfactory condition, HQ AF Mortuary Affairs shall evaluate the entire matter. This shall include, but not be limited to, the necessary services obtained by the Air Force at the final destination, in rectifying deficiencies, determine the extent of the contractor's noncompliance with the specification. HQ AF Mortuary Affairs shall furnish the contracting officer, through the QAE, recommended actions to include recovery of costs incurred by the Air Force at the final destination.

A5.10. CONTRACT ADMINISTRATOR'S PLAN FOR MORTUARY SERVICES.

A5.10.1. Introduction. This contract administrator's surveillance plan has been developed to aid in providing effective and systematic surveillance of the standard contract. This plan is to be used in conjunction with the QAE surveillance plan for the contract.

A5.10.2. While the QAE may surveil the contractor's performance and document noncompliance action, only the contracting officer may take formal action against the contractor for unsatisfactory performance. The section of this plan entitled "AF Actions for Contractor Deficiencies" lists actions to be taken by the contract administration team when contractor deficiencies are discovered.

A5.10.3. AFI 164-108 (formerly AFR 70-9), *Base Level Service Contract Administration*, charges the contracting office and the functional area chief with assuring that QAE job performance is satisfactory. The procedures to accomplish this surveillance plan may be expanded to include other sections as deemed appropriate, i.e.:

- General synopsis of contract and services required.
- Personnel listing (Government - functional area chief, QAEs/alternates, contract administrator/alternate, Administrative Contracting Officer (ACO), contractor president of company, on-site managers, QA personnel).
- Phase-in, phase-out milestone plan.
- Listing of other contract administrator duties and a milestone schedule of when these actions must be accomplished.

A5.10.4. AF Actions for Contractor Deficiencies. The AF actions listed below are the normal steps to be taken when the contractor's performance is found deficient by the QAE. The actions listed are not hard-and-fast rules. When the Contractor's

performance is unsatisfactory as defined in the QAE surveillance plan and a formal action is indicated, the QAE, the functional area chief, and the contract administrator will meet to determine if the action is appropriate for the specific circumstances. If a decision is reached not to take the action listed, the reasons will be documented. The ACO must indicate agreement with the decision by signing the action document or other decision documentation.

A5.10.4.1. Actions. Normally, the QAE will verbally tell the contractor's site manager of discrepancies the first time they occur and ask the contractor to correct the problem. A notation will be made on the tally or surveillance checklist of the date and time deficiency was discovered and the date, time, and name of the contractor's manager notified.

- If the government created any of the discrepancies, these will not be counted against the contractor's performance. When the government has caused the contractor to perform in an unsatisfactory manner, a letter must be written to the responsible government organization requesting corrective action be taken.
- When the contractor is responsible for exceeding the limits of unsatisfactory performance, a Contract Discrepancy Report (CDR) will be issued to the contractor. Issue the CDR as soon as the limits of unsatisfactory performance are indicated.
- When a CDR is issued for a service, the contracting office must deduct from the payment per remains, a percentage of the amount indicated in column five of the Performance Requirements Summary Table (figure A5.1.) of the contract.
- If the contractor does not achieve satisfactory performance when the next remains are cared for under this contract, another CDR will be issued and the appropriate amount deducted from the contractor's payment.
- A third CDR should be the cause for consideration of a Cure Notice.
- Depending on the overall performance of the contractor, an unsatisfactory reply to cure notice should require a Show Cause letter to be issued, followed by consideration of termination of the contract.

A5.10.5. Surveillance of the QAE. The contract administrator's check of the QAE will be done by joint surveillance with the QAE.

- Surveillance will be accomplished through use of sampling guides where the QAE uses sampling guides and periodic review of the QAE checklists where the QAE uses a checklist. The contract administrator will surveil a portion of the QAE surveillance activity. A record of the surveillance will become a permanent part of the contract administration file.
- The amount of surveillance specified will provide the contract administrator with sufficient "direct look" knowledge of the contractor's performance to promote sound decisions if AF actions are indicated. This surveillance should assure the contract administrator of the QAE's performance.
- During the check the contract administrator will verify that the QAE is accomplishing the inspection in accordance with the surveillance plan. Observation of one or two checks will be sufficient to verify the QAE's procedures. If defects are discovered in the QAE's performance, assure the QAE receives the proper training and notify the functional area chief.

A5.11. PREAWARD SURVEY FOR MORTUARY SERVICES. These guidelines have been developed to aid the preaward survey team in performing their inspection/evaluation of the potential contractor's facilities, equipment and motor vehicles. The following shall be used to determine that the contractor meets the minimum requirements of the government. In addition, the attached Funeral Home Facilities Inspection Checklist Format (figure A5.3.) shall be completed.

A5.11.1. The minimum requirements for the preparation room shall include, but not be limited to the following:

- The room should be at least 144 square feet (figure A5.4.) This size room will accommodate the minimum basic equipment and allow enough work area to perform the complete preparation of a remains including dressing and casketing.
- The room shall at least contain standard commercial embalming table (with attachments), a service sink with hot and cold water, instrument sterilizer, hydro aspirator and electric aspirator, a pressure embalming machine, cupboard space for supplies, appropriate waste receptacles, and a utility table.
- There shall be sufficient operating instruments, such as hemostats, dressing forceps, surgical knives, curved or double curved post-mortem needle, small and large trocars, arterial tube sets, drainage tube sets with probe points, double injection sets with tubes and tubing, metal slip-hub-type "Y's" and assorted surgical needles, and any other appropriate instruments.
- There shall be on hand standard commercial embalming chemicals that are recognized and accepted by the funeral service industry. The chemicals shall include arterial and cavity injection chemicals, special purpose injection chemicals, preservative gel preparations, sanitizing, drying and preservative powdered preparations. The contractor should also have on hand: cotton, surgical gloves, embalmer's gowns or smocks, white sheets, cosmetic material and applicators, restorative art materials and instruments, post-mortem and surgical threads.
- The room shall have an adequate air handling system that reduces aldehyde or aldehyde derivative vapors (during the preparation of remains) to 5.0 p.p.m. or less.
- The room and all contents shall be clean, orderly, and present a clinically fresh appearance and be free of all extraneous items, such as case lots of embalming chemicals; flower stands, church truck, bier, chairs, the "Prie-Dieu" ensemble (candle

sticks, mortuary lamps, background drapes, prayer roll, etc.) and cemetery equipment. Walls, ceiling, and floor must present an appearance as being well maintained and free of cracks, stains, and paint deficiencies.

- Larger size preparation rooms may contain more like items and the adequacy of the room shall be evaluated on the fact that necessary square footage is present for each item to obtain the standard established in Figure A5.5.

Figure A5.3. Funeral Home Facilities Inspection Checklist Format.

Installation

Date

Name and Address of Funeral Establishment

1. PREPARATION ROOM

Remarks

- A. SIZE - Size is adequate
- B. EQUIPMENT - Adequate for treatment of remains
- C. INSTRUMENTS - Sufficient to prepare remains
- D. SUPPLIES - Sufficient for remains preparation
- E. VENTILATION - Adequate ventilation
- F. APPEARANCE - Clean, orderly, with no extraneous items

2. STORAGE

HOLDING REMAINS - Funeral home has adequate storage for remains

3. PRIVATE CARRIER

TRANSPORTATION - Funeral home has a suitable funeral coach or service car

4. OTHER AREAS

- A. CHAPEL - Funeral home has a satisfactory chapel
- B. STATE ROOM - Funeral home has a satisfactory state room for visitation
- C. OFFICE - Office is satisfactory

5. STANDARD CRITERIA

- A. COMPLIANCE - Funeral home can meet all specification, laws, and statutes on preparing remains
- B. LICENSE - Funeral home and manager are currently licensed
- C. STAFF - A competent professional staff is available

6. ESTABLISHMENT - EXTERNAL APPEARANCE

- A. BUILDING - Exterior appears to be clean and well maintained
- B. GROUNDS - Grounds and parking areas appear to be well maintained
- C. LOCATION - Surrounding area appears to be well maintained and comparable to areas surrounding majority of other local funeral homes

We, the undersigned, certify that the funeral home named above is () is not () acceptable by the Air Force to provide contractual mortuary services.

Contracting Officer

Mortuary Officer

Other Officer

Note: Use this format as a guide for an overprint on existing AF Form 2519, All Purpose Checklist, or an overprint on an existing Air Force General Purpose Form (AF Forms 3125-3154 series), in inspecting funeral homes; it maybe supplemented. Local reproduction of overprinted AF Form 2519 or overprinted general purpose form, is authorized, however, no local forms are to be developed.

A5.11.2. Many funeral establishments do not have a special area for storage of remains. Therefore, accepted areas for holding remains is the preparation room or reposing room.

- In instances where the funeral establishment has no reposing room, the preparation room may be used for holding remains. Under these conditions the room should be at least 224 square feet (figure A5.6.). This will allow for the storage of one remains and permit the preparation of another remains at the same time.
- If the funeral establishment uses a reposing room rather than the preparation room for storing or holding remains, the room should be at least 144 square feet. This should accommodate at least two casketed remains awaiting transportation or disposition.

A5.11.3. The funeral establishment shall have a suitable funeral coach (hearse) for delivery of remains. In addition, the contractor may also have an ambulance or service car that can be used for removal of remains, this does not preclude the use of the funeral coach for removal of remains. The vehicle(s) shall be in good mechanical condition and appearance.

A5.11.4. There shall be a chapel identifiable as a separate unit (commercial-type folding door acceptable). The furniture and furnishings shall present an appearance of cleanliness and be free from signs of wear and tear. The walls, ceiling and floor shall present an appearance of being well-maintained and free of cracks, peeling, stains, need of paint, etc.

A5.11.5. When the establishment has a reposing room(s) identifiable as a separate unit(s) (commercial-type folding door acceptable), the furniture and furnishings shall present an appearance of cleanliness and be free from signs of wear and tear. The walls, ceiling, and floor shall present an appearance of being well-maintained and free of cracks, peeling, stains, wear, need of paint, etc.

A5.11.6. The office shall be adequately equipped and well-maintained. The furniture and furnishings shall present an appearance of cleanliness and be free from signs of wear and tear. The walls, ceiling and floor shall present an appearance of being well-maintained and free of cracks, peeling, stains, wear, need of paint, etc.

A5.11.7. The funeral establishment and manager and/or owner must be licensed and in good standing as required by State laws.

A5.11.8. The inspection group must determine that the funeral establishment has a competent staff to furnish the highest quality of professional services. (There shall be at least one licensed embalmer on duty or at least on call on a 24-hour-a-day basis.)

A5.11.9. External appearance of the funeral establishment and surrounding environment.

- The outside of the building, regardless of structural materials, and exterior finish shall present an appearance of being well-maintained.
- Adequate parking shall be available and present an appearance of being well-maintained.
- The grounds and landscaping shall give the appearance of being well-maintained.
- The surrounding area shall give the appearance of cleanliness, being well-maintained, and shall also be comparable to the surrounding areas of the majority of funeral homes in the locale.

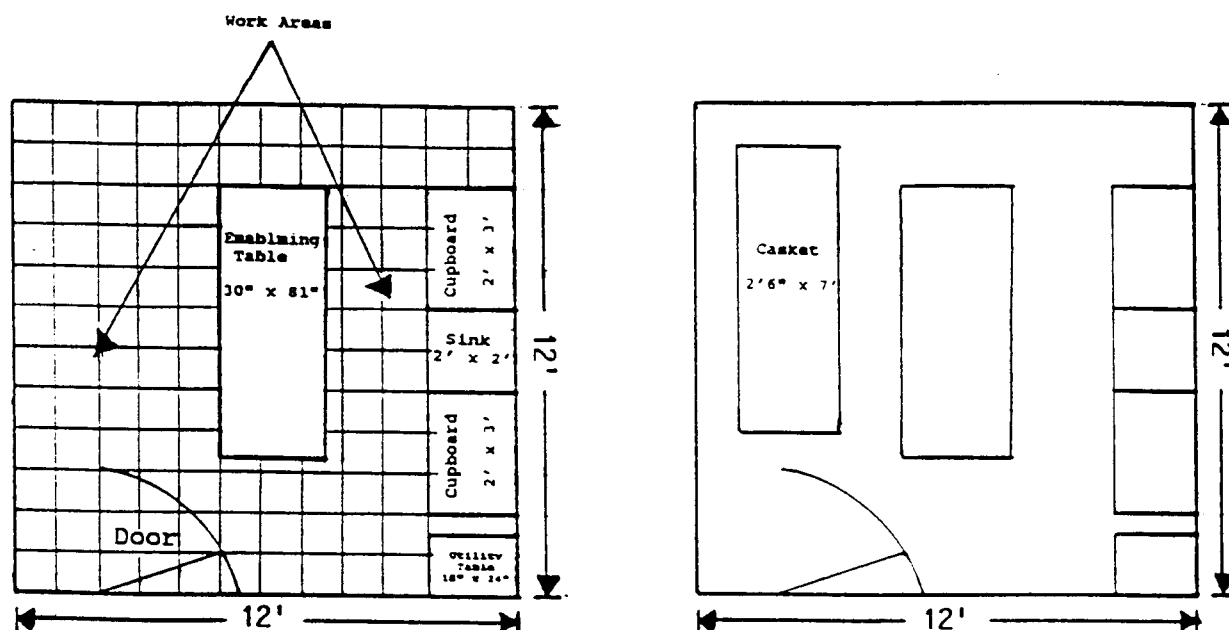
A5.11.10. Casket and Shipping Case. A visual inspection of the proposed contractor-furnished metal sealer casket and solid hardwood casket and shipping case shall be made. Refer to A5.8.1 - A5.8.3.

A5.11.11. Urns. A visual inspection of the proposed contractor-furnished solid bronze urn and solid hardwood urn shall be made. Refer to A5.8.4. and A5.8.5.

A5.11.12. Crematory. A visual inspection will be made of the proposed crematory to be used for the cremation of remains. Refer to A5.8.6.

Figure A5.4. Preparation Room Minimum Square Footage Requirements.

A preparation room needs to be at least 12' x 12' in order to house the minimum equipment and supplies needed to perform preparation, cosmetizing, dressing, and casketing of the remains.

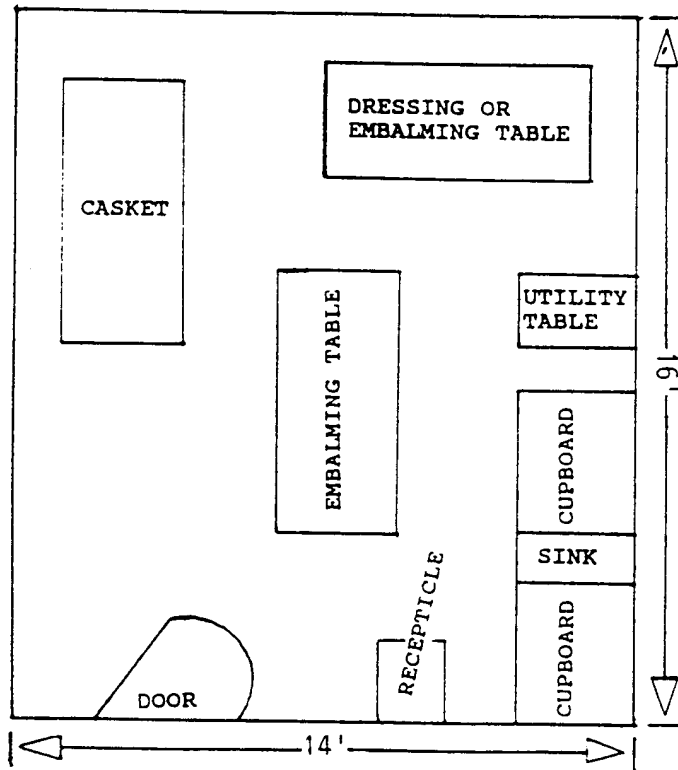


LEGEND FOR FIGURES

Embalming table and work areas.....	110 sq ft.
Cupboards.....	12 sq ft.
Sink.....	4 sq ft.
Utility table.....	3 sq ft.
Entrance.....	15 sq ft.

Figure A5.5. Preparation Room Square Footage Requirements.

These figures show the need for a preparation room to be at least 14 x 16 feet in size. This size room will house the minimum equipment, instruments, and supplies to perform necessary preparation, cosmetizing, dressing, casketing, and temporary holding of remains.



LEGEND FOR PREPARATION ROOM SQUARE FOOTAGE REQUIREMENTS

	<u>Sq Ft</u>
Embalming Table.....	14
Embalming or Dressing Table.....	14
Casket.....	14
Entrance.....	18
Receptacle.....	1.5
Utility Table.....	4.5
Cupboards.....	12
Sink.....	4
Available Work Space.....	<u>142</u>
Total Square Feet...	224